

**Administrator
User's Manual for**
*The Fountas & Pinnell
Benchmark Assessment Online
Data Management System
International Version*



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Overview

The Fountas & Pinnell Benchmark Online Data Management System allows you to view and analyze summary assessment data and view reports on student progress, as well as sort the data in multiple ways.

Text Level Goals

You can set *Text Level Goals* for any date range, allowing you to easily compare actual results with expected results when viewing school summary data. These goals define whether students are performing below, on, or above level.

Summary Data

You can view summary data by school year, grade, the date range of a specific assessment period, and Instructional or Independent reading level. Multiple sorting options are available to view the summary data by students' school, teacher, gender, race, language, or special needs status.

Reports

Reports from Assessment data can be generated with individual, class, or school data, and can be displayed as graphs or tables. These reports allow you to analyze assessment data, identify patterns, and track progress over time.

Manage Users

You can view teacher account information as well as manage a teacher's access to the application. District-Level Administrators can manage the accounts for School-Level Administrators as well as for Teachers.

Access and System Requirements

Access the International Version of the Fountas & Pinnell Benchmark Assessment Online Data Management System at <https://fpdms.heinemann.com/benchmark-intl>.

There are three levels of subscription: Teacher, School Administrator, and District Administrator.

Teacher: ISBN 978-0-325-03085-2
School Administrator: ISBN 978-0-325-03151-4
District Administrator: ISBN 978-0-325-03150-7

Each Teacher subscription costs \$100 (USD) per user, per year, and includes unlimited access for school and district administrators.

Customer Service

For more information, visit www.heinemann.com or call Customer Service at 603-431-7894.

Technical Support

For technical questions email TechnologySupport@heinemann.com or call 603-570-4766. (In Canada only - 877-331-7290)

System Requirements

Client Side Hardware Configuration:

Windows® based client configuration:

2GHz Processor

1GB Memory

Macintosh® client configuration:

1.83 GHz Processor

1 GB Memory

Common:

High-speed internet connection (Minimum 256kbit/s)

1024x768 minimum screen resolution

Adobe® Flash® Player 8

Client Side Software Configurations:

Windows XP, with Microsoft® Internet Explorer 6.0

Windows XP, with Microsoft Internet Explorer 7.0

Windows XP, with Firefox® 2.x

Windows Vista, with Microsoft Internet Explorer 7.0

Mac OS 10.4, running Safari® 2.0.1

Mac OS 10.4, running Safari 3.0

Mac OS 10.4, running Firefox 2.x

Security

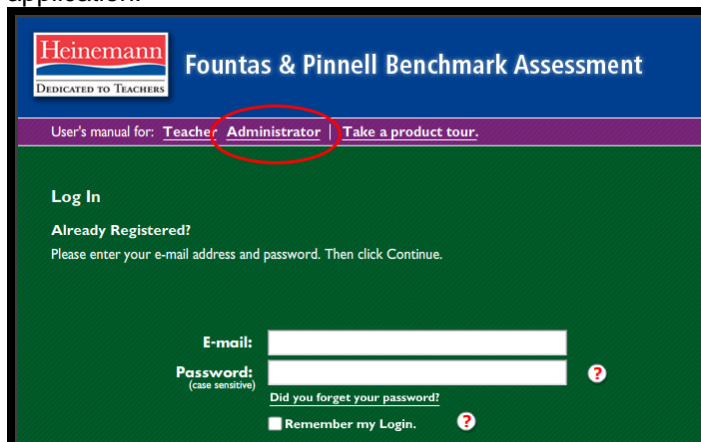
We use security systems designed to prevent unauthorized access to, or disclosure of, information you provide to us, and we take all reasonable steps to secure and safeguard this information. Our Site's password protected section requires users to give us unique identifiers, such as a username and password, to retrieve their own information. Moreover, all systems that store personally identifiable information are designed to be secure and isolated from direct connection to the Internet, and we provide access to our databases containing personally identifiable information on a need-to-know basis only. Houghton Mifflin Harcourt Publishing Company employees (and employees of our affiliates and Site Vendors) are required to acknowledge that they understand and will abide by our policies with respect to the confidentiality of personally identifiable information.

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User's Manual

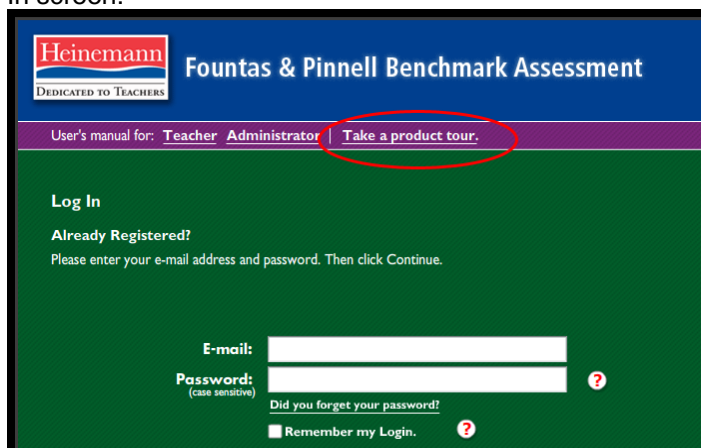
Access the Administrator User's Manual through the Log In screen of the application:



Click on the “Administrator” hyperlink to launch the Administrator User's Manual PDF in a separate window. You can save the User's Manual to your hard drive from this window.

Product Tour

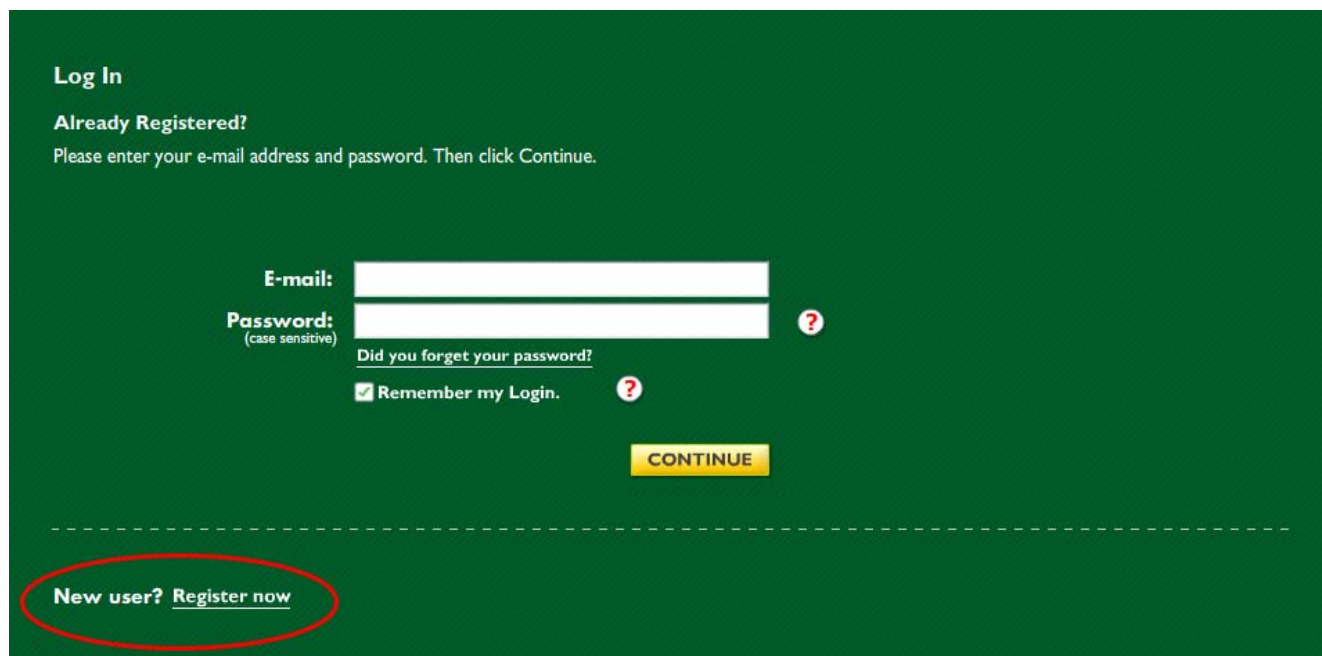
View a five-minute tour of the Fountas & Pinnell Benchmark Assessment Online Data Management System by clicking on the “Take a product tour” link on the Log In screen:



The tour will launch in a separate browser window.

Getting Started

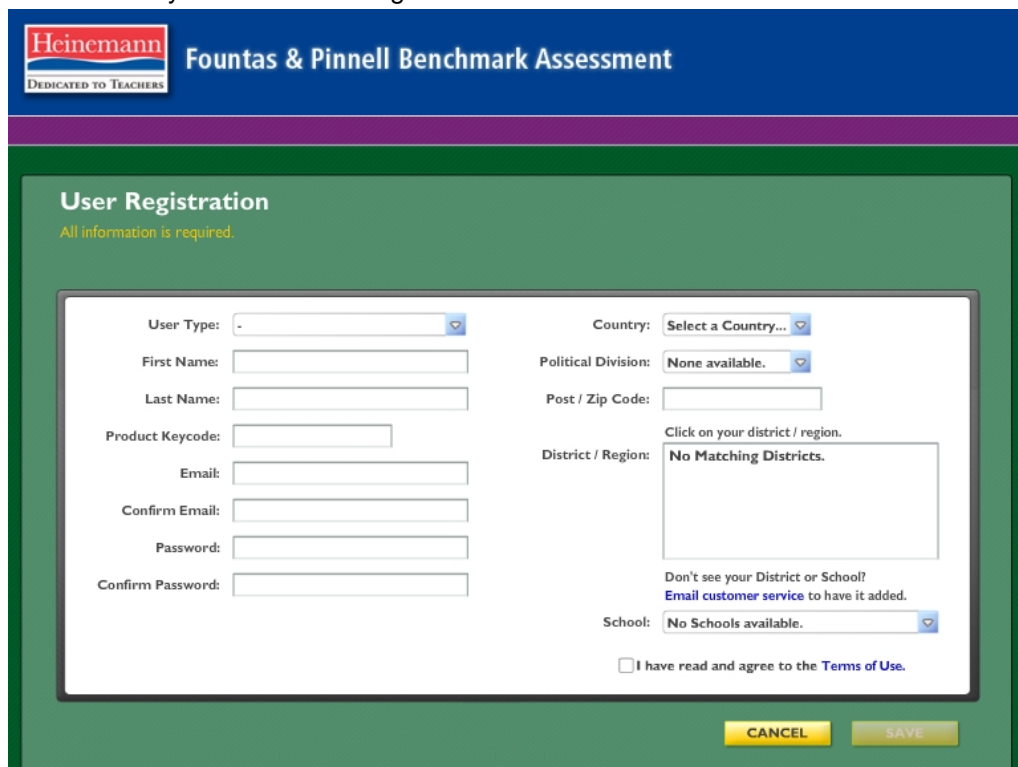
Registration



The image shows a login page with a green background. At the top left, it says "Log In". Below that, "Already Registered?" is followed by the instruction "Please enter your e-mail address and password. Then click Continue." There are two input fields: "E-mail:" and "Password: (case sensitive)". To the right of the password field is a red question mark icon. Below the password field is a link "Did you forget your password?". Below that is a checkbox labeled "Remember my Login." with another red question mark icon. A yellow "CONTINUE" button is centered below the checkbox. At the bottom left, the text "New user? [Register now](#)" is circled in red.

To register as a new user, click on the **Register Now** link on the Login page.

This will take you to the User Registration screen.



The image shows the "User Registration" screen. At the top, there is a blue header with the "Heinemann" logo and the text "Fountas & Pinnell Benchmark Assessment". Below the header, the page title "User Registration" is displayed, followed by the note "All information is required." in yellow. The registration form is divided into two columns. The left column contains fields for "User Type" (a dropdown menu), "First Name", "Last Name", "Product Keycode", "Email", "Confirm Email", "Password", and "Confirm Password". The right column contains fields for "Country" (a dropdown menu), "Political Division" (a dropdown menu), "Post / Zip Code", and "District / Region" (a dropdown menu). Below the "District / Region" field, there is a message "No Matching Districts." and a link "Email customer service to have it added." Below that, there is a "School" dropdown menu with the text "No Schools available." and a checkbox labeled "I have read and agree to the Terms of Use." At the bottom right of the form, there are two buttons: "CANCEL" and "SAVE".

- 1) Choose the **User Type** "School-Level Administrator" or "District-Level Administrator" from the following choices:

Teacher
School-Level Administrator
District-Level Administrator

Note: User Types are associated with each Product Keycode, and you will only be granted a level of access that matches the Product Keycode. If you select a level of access beyond what your Keycode provides, you will receive an error message when you attempt to save the registration information.

- 2) Enter your **first and last names**.
- 3) Enter the **Product Keycode** provided. This keycode is valid for one school year.
- 4) Enter and confirm a valid **e-mail** account.
- 5) Enter and confirm a **password**. The password is case-sensitive and must be at least six alphanumeric characters long.
- 6) Select your school's country from the **Country** drop down list.
- 7) Select the political division for your school from the **Political Division** drop down list. (See Note)
- 8) Select the district / region for your school from the **District / Region** list.
To narrow down the choices that appear, begin entering your district's postal / zip code into the **Postal / Zip Code** text field. Only the districts / regions associated with a postal / zip code beginning with the alpha-numeric characters you enter will appear in the list. (See Note)
- 9) If you are a School-Level Administrator, select your school from the **School** drop down list. (See Note)
The School drop down list will be grayed out and disabled if you are a District-Level Administrator, because District-Level Administrators are not limited to a particular school.

Note: If your District / Region or School does not appear in the available list, e-mail Customer Service by clicking on the link provided above the **School** drop down list. You will be asked to provide the following information in order to add your District / Region and/or School to the list:

District Details

Country:
State / Political Division:
District / Region Name:
Postal / Zip Code:

School Details

Country:
State / Political Division:
District / Region Name:
School Name:

- 10) Read the **Terms of Use** document, available from the “Terms of Use” link on the Registration screen. If you have read and agree to them, click on the checkbox next to the statement “I have read and agree to the Terms of Use.” This will activate the **Save** button.
- 11) Click the **Save** button to complete your registration. If any portion of the registration process is incomplete, a message will appear above the Registration area indicating any necessary corrections.

Click the **Cancel** button at any time to leave the User Registration screen without saving any of the data you entered. A warning message will appear, prompting you to confirm that you want to cancel the registration. Click the **OK** button. You will then be returned to the login screen.

Logging In

The screenshot shows the login interface for the Fountas & Pinnell Benchmark Assessment. At the top, the Heinemann logo is on the left, and the title 'Fountas & Pinnell Benchmark Assessment' is on the right. Below the title, a purple bar contains links for 'Teacher', 'Administrator', and 'Take a product tour.'. The main area is green and contains the 'Log In' section. It asks if the user is 'Already Registered?' and provides instructions to enter an email address and password. There are two text input fields: one for 'E-mail:' containing 'p.wilson@srm.com' and one for 'Password:' containing '*****'. A red question mark icon is next to the password field. Below the password field is a link 'Did you forget your password?'. A checkbox labeled 'Remember my Login.' with a red question mark icon is also present. A yellow 'CONTINUE' button is at the bottom of the login section. A dashed line separates the login section from the 'New user? Register now' link. The footer is a dark grey bar with copyright information and links to 'Terms of Use' and 'Privacy Policy'.

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Fountas & Pinnell Benchmark Assessment

User's manual for: [Teacher](#) [Administrator](#) | [Take a product tour.](#)

Log In

Already Registered?
Please enter your e-mail address and password. Then click Continue.

E-mail:

Password: ?
(case sensitive)

[Did you forget your password?](#)

☐ Remember my Login. ?

CONTINUE

New user? [Register now](#)

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To log in the Fountas & Pinnell Benchmark Assessment Online Data Management System:

- 1) Enter your registered **e-mail** account in the E-mail text field on the Log In screen.
- 2) Enter the **password** associated with your registered e-mail account in the Password text field.
- 3) 3.) Click the **Continue** button.

Remember My Login

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User's manual for: [Teacher](#) [Administrator](#) | [Take a product tour.](#)

Log In

Already Registered?
Please enter your e-mail address and password. Then click Continue.

E-mail:

Password: ?
(case sensitive)

[Did you forget your password?](#)

☒ Remember my Login. ?

[CONTINUE](#)

New user? [Register now](#)

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Once the “Remember my Login” check box is selected, the most recent e-mail address to log into the application from that computer will automatically appear in the E-mail text field, along with its associated password in the Password text field. You will no longer have to enter this information every time you launch the program.

To change this preference:

- 1) Click on the check box next to Remember my Login to remove the checkmark.
- 2) Log in to the application.
- 3) The program will “forget” that e-mail and password, and the E-mail and Password fields will be empty when you logout.

You can change this preference at any time.

Password Reminder

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User's manual for: [Teacher](#) [Administrator](#) | [Take a product tour.](#)

Log In

Already Registered?
Please enter your e-mail address and password. Then click Continue.

E-mail:

Password: ?
(case sensitive)

[Did you forget your password?](#)

☒ Remember my Login. ?

CONTINUE

New user? [Register now](#)

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If you forget your password, click on the **Did you forget your password?** link on the Log In screen. The Retrieve Password screen will load:

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Retrieve Password

To retrieve your password, please enter the E-mail address you used when you registered, then click Continue.

E-mail:

CONTINUE **CANCEL**

- 1) Type your registered e-mail address into the **E-mail** text field.
- 2) Click the **Continue** button.

Managing Your Account

Update Account Information

The screenshot shows the top navigation bar of the Fountas & Pinnell Benchmark Assessment interface. The 'My Account' link is circled in red. The interface includes a logo for Heinemann, the title 'Fountas & Pinnell Benchmark Assessment', and a welcome message 'Welcome Peter Wilson'. Below the navigation bar, there are tabs for 'SCHOOL DATA' and 'REPORTS'. The main content area is titled 'Teacher/Class Data' and contains instructions on how to set text level goals and sort data. At the bottom, there are filters for 'DISTRICT' (NORTH CANTON CITY SCHOOL DIST), 'School Year', 'Grade', 'Date Range', and 'Sort data by' (School, Teacher, More Sort Options...). There are also radio buttons for 'Instructional' and 'Independent' data types, and a 'Text Level Goals' button.

You can view and edit your account information on the My Account screen, accessible via the My Account link in the upper right on any screen while you are logged in.

The screenshot shows the 'My Account' screen. The form contains the following fields: User Type (School-Level Administrator), First Name (Charlotte), Last Name (Mason), Political Division (Yukon), District (CA TEST), School (TEST SCHOOL CA), Email (school.admin@ca.test.org), Confirm Email (school.admin@ca.test.org), Password, Confirm Password, Current Keycodes (G0000000000379129369810000), and New Keycode. There are 'Cancel' and 'Save' buttons at the bottom right. A note at the top of the form states: 'All information is required. To change your password, type a new one into the password field.'

The account's User Type and current keycodes will be visible, but they cannot be changed.

Editable information includes:

- First Name
- Last Name
- E-mail account
- Password

You can also add a new Product Keycode on this screen, as described in the next section.

Click the **Save** button to save any changes that you make to the information in My Account

Click the **Cancel** button to leave My Account without saving any of the data you entered. A warning message will appear, prompting you to confirm that you want to cancel. Click the **OK** button. You will then be returned to the last screen you viewed.

Add Product Keycodes

You can add a new Product Keycode to your account to extend access to the product for another school year.

The screenshot shows the 'My Account' page of the Fountas & Pinnell Benchmark Assessment system. The page has a blue header with the Heinemann logo and the text 'Fountas & Pinnell Benchmark Assessment'. Below the header is a purple navigation bar with 'SCHOOL DATA' and 'REPORTS' links. The main content area is green and titled 'My Account'. It contains a form with the following fields: User Type (School-Level Administrator), First Name (Charlotte), Last Name (Mason), Political Division (Yukon), District (CA TEST), School (TEST SCHOOL CA), Email (school.admin@ca.test.org), Confirm Email (school.admin@ca.test.org), Password, Confirm Password, Current Keycodes (G00000000000379129369810000), and a New Keycode field. The 'New Keycode' field and the 'Add' button are circled in red. At the bottom of the form are 'Cancel' and 'Save' buttons.

Copy and paste the new product keycode into the text field, then click the **Add** button. The new keycode will then appear in the "Current Keycodes" list.

Expired Product Keycodes

If your product keycode has expired you will not be able to log in to the system and you will need to obtain a new product keycode.

Once you obtain a new product keycode, go to the Log In screen.

- 1) Enter your **E-mail** address.
- 2) Enter your **Password**.
- 3) Click the **Continue** button.

A screen will load notifying you that your keycode is no longer valid. You can add a new product keycode to your account on this screen:

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Enter Keycode

Your keycode is no longer valid. Please enter your new keycode to continue to access your account.

Keycode:

CONTINUE **CANCEL**

- 4) Enter the new **Keycode** in the text field.
- 5) Click the **Continue** button.

If the new product keycode is valid, the keycode will be added to your account, and you will be logged in to the system.

Manage Users

Overview

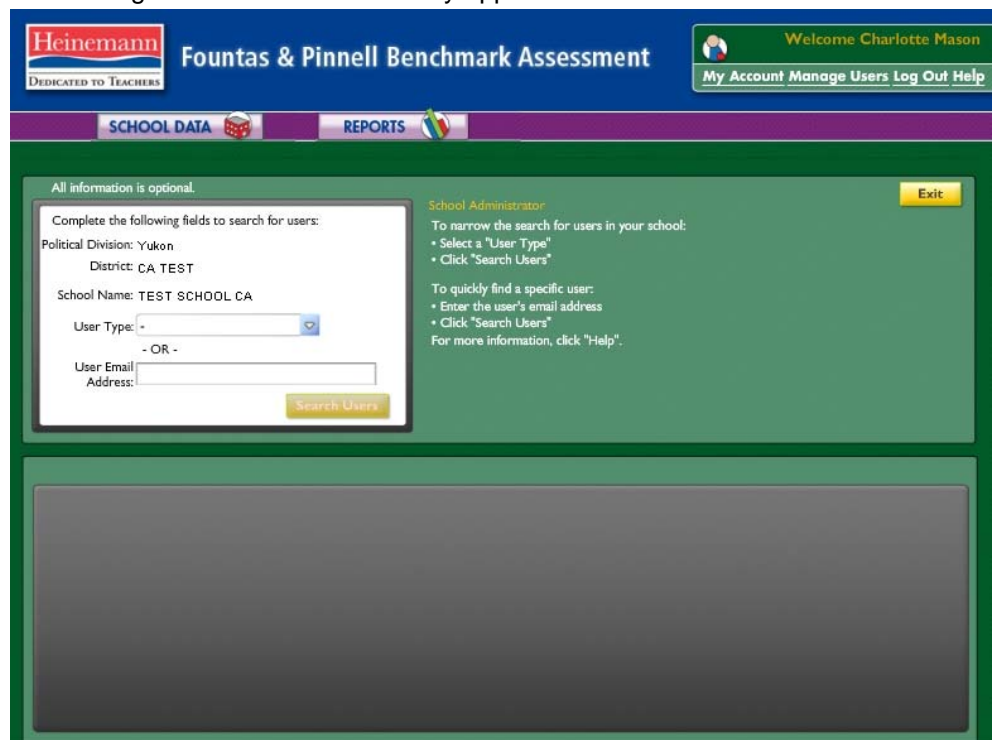
View account information for the teachers with active accounts in your school or district and manage their access to the application. District-Level Administrators can manage the accounts for School-Level Administrators as well as for Teachers.

Search for Users

Access the Manage Users screen through the **Manage Users** link in the upper right of any screen:



The Manage Users screen will initially appear blank:



- 1) Select a school from the **School Name** drop down list. (*District-Level Administrators only*)
- 2) Select a user type from the **User Type** drop down list, or type the registered e-mail address of an active user in the **User E-mail Address** text field.

Note: Only District-Level Administrators will have the option "School-Level Administrator" in the User Type drop down list.

- 3) Click the **Search Users** button.

You will be able to see a list of all active users based on search criteria and your user type:

All information is optional.

Complete the following fields to search for users:

Political Division: Yukon
District: CA TEST
School Name: TEST SCHOOL CA
User Type: Teacher
- OR -
User Email Address:

Search Users

School Administrator
To narrow the search for users in your school:
• Select a "User Type"
• Click "Search Users"

To quickly find a specific user:
• Enter the user's email address
• Click "Search Users"
For more information, click "Help".

| Last Name | First Name | School | User | Email |
|-----------------|------------|----------------|---------|------------------------|
| DELETE Ford | Henry | TEST SCHOOL CA | Teacher | h.ford@ca.test.org |
| DELETE Peabody | Judy | TEST SCHOOL CA | Teacher | j.peabody@ca.test.org |
| DELETE Sullivan | Edward | TEST SCHOOL CA | Teacher | e.sullivan@ca.test.org |
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School-Level Administrators: You will only be able to get search results on active accounts with user type Teacher. If you search on the registered e-mail account of another School-Level Administrator or a District-Level Administrator, you will get no search results.

District-Level Administrators: You will only be able to get search results on active accounts with user type Teacher or School-Level Administrator. If you search on the registered e-mail account of another District-Level Administrator, you will get no search results.

Delete Users

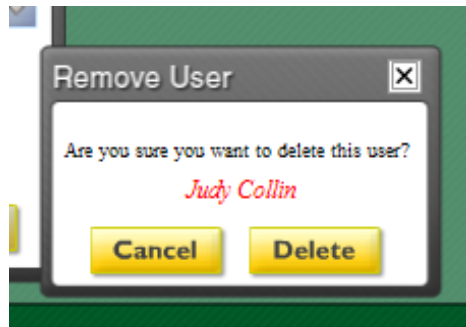
Deleting a user on the Manage Users screen removes them from the list of active users in the search results and disables that user account. That user will no longer be able to log in to the application, and no other users will be able to see that user in their search results. Only Customer Service can re-activate an account.

To delete a user:

- 1) Perform a search for a list of users or for a specific user, following the steps in the "Search for Users" section above.
- 2) Click the **Delete** button next to the user that you would like to delete:



A **Remove User** popup will appear, prompting you to confirm that you want to delete this user:



- 3) Click the **Delete** button to remove this user from the search results list and disable that account. The Remove User popup will close, and the user's row of information will immediately disappear from view.

OR

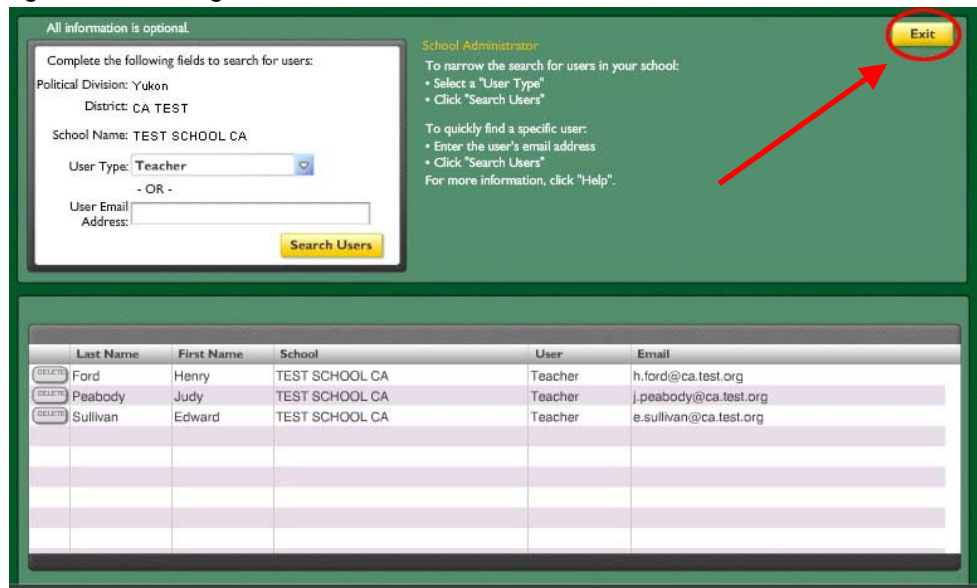
Click the **Cancel** button to close the Remove User popup *without* making any changes. The user's information will still be visible in search results to you and other users whose account type gives them access to search.

Note:

Deleted teacher accounts will still appear in the Reports drop down list, and deleted accounts' summary data will remain intact. You will still be able to view the student assessment data from that account.

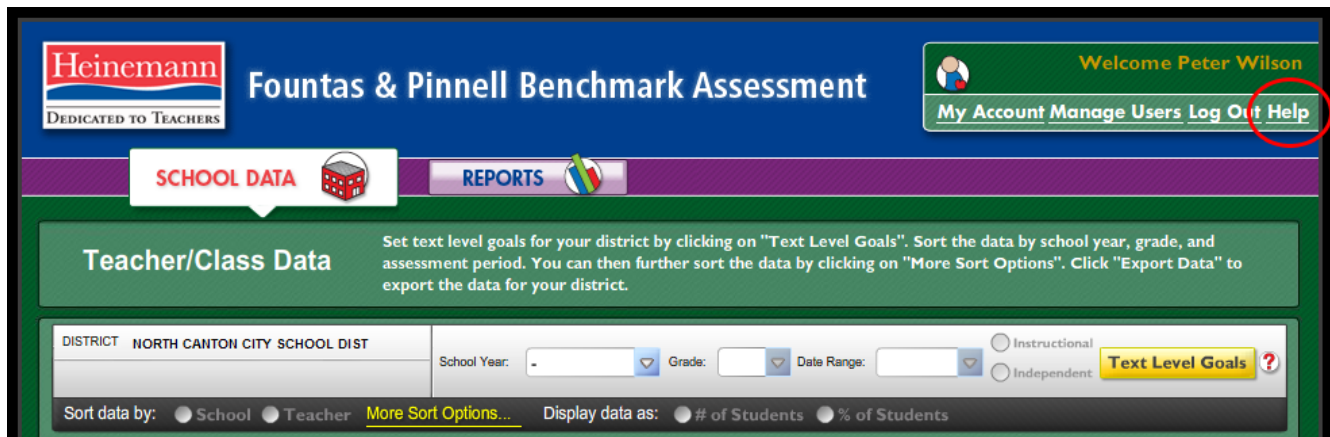
Exit the Manage Users screen

Exit the Manage Users screen at any time by clicking the **Exit** button in the upper right of the Manage Users area:

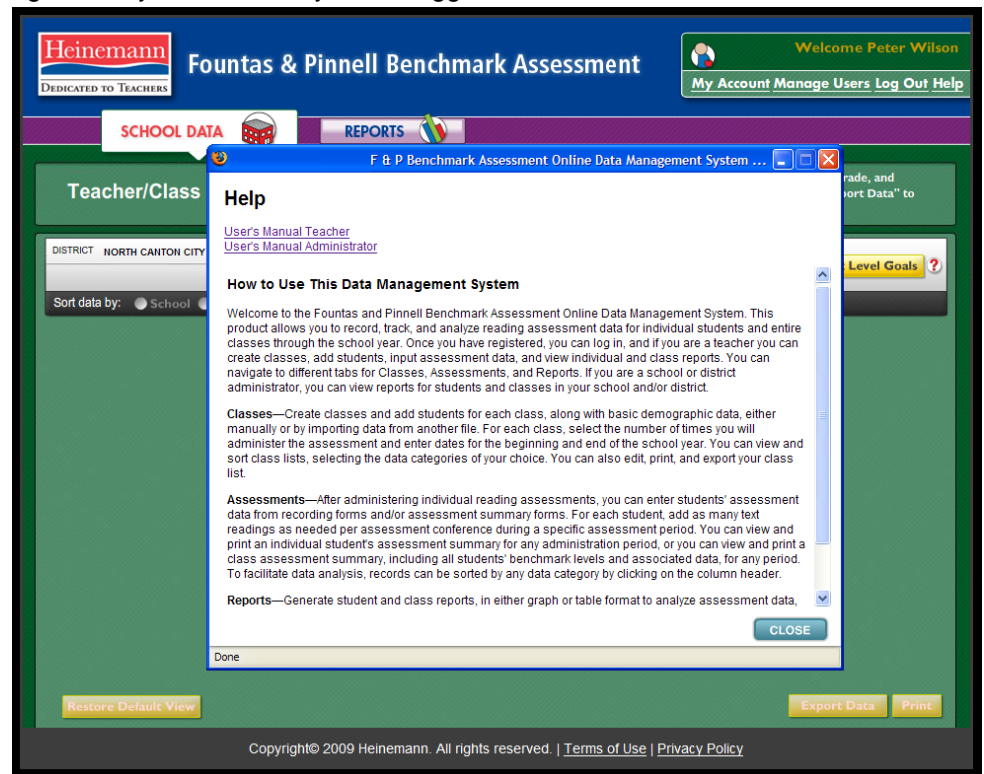


This will return you to the screen you were viewing when you clicked the Manage Users link.

General Help



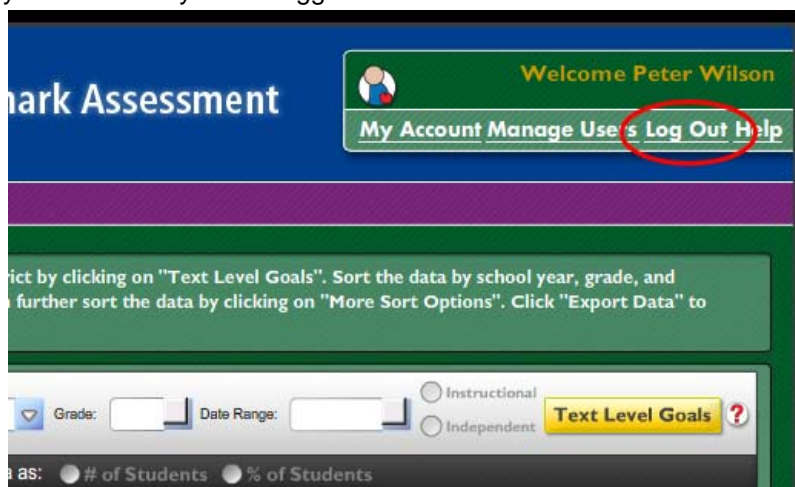
Access general help at any time through the **Help** link, which appears in the upper right on any screen while you are logged in.



This popup includes a link to the Administrator User's Manual. Click the **Close** button to close the window.

Logging Out

Log out of the application at any time by clicking the **Log Out** link in the upper right on any screen while you are logged in.




- 1) Click the **Log Out** link.
- 2) A confirmation popup will appear, asking you to confirm that you want to exit.



- 3) Click the **OK** button to exit. This will log you out of the application and take you to the Log In screen.
OR
Click the **Cancel** button to remain logged in. This will close the confirmation popup and return you to the screen you were viewing when you clicked the Log Out link.

Terms of Use and Privacy Policy

You can access the **Terms of Use** and the **Privacy Policy** through the links at the bottom of any screen:

**Fountas & Pinnell Benchmark Assessment**

Welcome **Edward Sullivan**
[My Account](#) [Log Out](#) [Help](#)

CLASSES

ASSESSMENTS

REPORTS

Class List

Select an existing class from the drop-down menu or click on "Add Class" to create a new class. Use this screen to add or edit students or make changes to a class. Sort the columns by clicking on the headings or click on "Customize Columns" to change columns.

District: NORTH CANTON CITY SCHOOL DISTSchool: GREENTOWN ELEMENTARY SCHOOLSchool Year: 2008 - 2009

Class:

Select a class...

Edit Class

Add Class

Import Students

Add Student

| Last Name | Student ID | Gender | Free and Reduced Lunch | Special Education Services | Benchmark Independent Level (current) | Benchmark Instructional Level (current) | Recommended Placement Level (current) |
|-----------|------------|--------|------------------------|----------------------------|---------------------------------------|---|---------------------------------------|
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Customize Columns

Export Class

Print Class

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School Data

Overview

You can view summary data by school year, grade, the date range of a specific assessment period, and Instructional or Independent reading level. Multiple sorting options are available to view the summary data by students' school, teacher, gender, race, language, or special needs status.

Text Level Goals

Use Text Level Goals to establish Below Level, On Level, and Above Level criteria for the students in your school or district. All summary data that you view in School Data will be organized based on the Text Level Goals that you enter. You can change these goals during the year and from year-to-year as needed. You do not need to enter both Instructional and Independent level goals.

Note: Summary data in the School Data screen is only accessible after you enter text level goals for specific assessment periods.

When you login to your account for the first time, the Text Level Goals popup will automatically appear over the School Data screen:

The screenshot shows a web application interface. In the background, the 'School Data' screen is visible with a sidebar containing 'Teacher(s)', 'DISTRICT NORTH CA', and 'Sort data by:'. The main content area shows a table with columns 'Start Date', 'End Date', 'Independent Level', and 'Instructional Level'. Overlaid on this is a 'Text Level Goals' popup window. The popup has a title bar with a close button. Inside, it contains instructions: 'First select a school year and a grade level. Then enter the text level goals for the beginning, middle, and end of the year. Click on the plus sign to add more dates and goals. You do not need to enter both instructional and independent level goals.' Below the instructions is a 'School Year' section with a dropdown menu and a plus sign. Underneath is a 'Text Level Goals' section with a 'Grade' dropdown menu and a plus sign. At the bottom of the popup are three buttons: 'Cancel', 'Save', and 'Save & Close'. The background screen also has a 'Restore Default View' button at the bottom left and 'Export Data' and 'Print' buttons at the bottom right. A copyright notice at the very bottom reads: 'Copyright© 2009 Heinemann. All rights reserved. | Terms of Use | Privacy Policy'.

- 1) Choose the school year for which you are entering text level goals from the **School Year** drop down list.
- 2) Choose the grade level for which you are entering text level goals from the **Grade** drop down list.

The program displays three empty rows of Text Level Goals for your convenience. You do not have to fill in all (or any) of them. You can add additional rows by clicking the plus (+) symbol to the left of the Text Level Goals chart. This will add an empty row below the existing rows.

School Year
Edit data for an existing school year.
School Year: 2009 - 2010

Text Level Goals ?
Grade: 2

| Start Date* | End Date | Independent Level | Instructional Level* |
|----------------------|----------------------|-------------------|----------------------|
| <input type="text"/> | <input type="text"/> | - to - | - to - |
| <input type="text"/> | <input type="text"/> | - to - | - to - |
| <input type="text"/> | <input type="text"/> | - to - | - to - |

In these rows, you can enter the text level goals for the beginning, middle, and end of the year.

Click on the **Help (?)** icon above the Grade drop down list if you need help determining text level goals. In the Help popup, click on the link "Approximate Start Level Based on Grade-Level Performance". This will open a new window with suggested instructional text level goals for grade levels K-12.

HELP

What are Text Level Goals?

Use "Text Level Goals" to establish "Below/On/Above Level" criteria for the students in your school/district. You can change these goals during the year and from year-to-year as needed.

How do I determine text level goals?

Please refer to the following chart for help in determining text level goals.
[Approximate Start Level Based on Grade-Level Performance.](#)

CLOSE

Done

- Enter a **Start Date** and **End Date** for each assessment period that your school/district has established. (For example, if your district conducts assessments 3 times per year, your first assessment period might be September 1 to November 30; your second assessment period might be December 1 to March 31, etc.) Click on the calendar icon, then click on a date from the calendar popup:

Text Level Goals ?

Grade: 2

Start Date* End Date

June 2009

S M T W T F S

1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 22 23 24 25 26 27

28 29 30

On the calendar popup, the arrows in the top corners will navigate forward or backward one **month** at a time.

- 4) Click on the **Independent** and/or **Instructional Level** drop down lists to select text level goals for that assessment period.

School Year

Edit data for an existing school year.

School Year: 2008 - 2009

Text Level Goals ?

Grade: 3

Start Date* End Date Independent Level Instructional Level*

| | | | |
|-------------|-------------|--------|--------|
| 1 Jun 2009 | 30 Jun 2009 | M to O | N to P |
| 1 Feb 2009 | 31 Mar 2009 | K to M | L to N |
| 20 Aug 2008 | 30 Sep 2008 | I to K | J to L |

- 5) Click the **Save** button to save the text level goals for this School Year/Grade combination. The text level goals will be saved, and the Text Level Goals popup will remain open for you to add text level goals to another School Year/Grade combination.

Click the **Save & Close** button to save the text level goals for this School Year/Grade combination and close the Text Level Goals popup. You will then be on the School Data screen.

Click the **Cancel** button to leave the Text Level Goals popup without saving any of the data you entered since the last time you saved.

- 6) To access the Text Level Goals popup again to view, add, or edit text level goals, click on the **Text Level Goals** button on the upper right side of the School Data screen, as shown below:

ment

Welcome Peter Wilson

My Account Manage Users Log Out Help

Text Level Goals". Sort the data by school year, grade, and by clicking on "More Sort Options". Click "Export Data" to

Date Range: Instructional Independent

Text Level Goals ?

Viewing School Summary Data

The screenshot shows the Fountas & Pinnell Benchmark Assessment interface. At the top, there is a header with the Heinemann logo and the text "Fountas & Pinnell Benchmark Assessment". On the right, a user profile for Peter Wilson is displayed with links for "My Account", "Manage Users", "Log Out", and "Help". Below the header, there are tabs for "SCHOOL DATA" and "REPORTS". The main content area is titled "Teacher/Class Data" and includes a text box explaining how to set text level goals and sort data. Below this, there are filters for "DISTRICT" (NORTH CANTON CITY SCHOOL DIST), "School Year" (2008 - 2009), "Grade" (3), and "Date Range" (8/20-9/30). There are also radio buttons for "Instructional" and "Independent" data, and a "Text Level Goals" button. Below the filters, there are radio buttons for "School" and "Teacher" data, and a "More Sort Options..." link. The "Display data as:" section has radio buttons for "# of Students" and "% of Students". The main data area shows three teacher profiles: Alvarez, Maria; Gonzalez, Pedro; and Green, Martin. Each profile has a table for "Female" and "Male" data, with columns for "ELL", "Below", "On Level", and "Above". At the bottom, there are buttons for "Restore Default View", "Export Data", and "Print".

Teacher/Class Data

Set text level goals for your district by clicking on "Text Level Goals". Sort the data by school year, grade, and assessment period. You can then further sort the data by clicking on "More Sort Options". Click "Export Data" to export the data for your district.

DISTRICT: NORTH CANTON CITY SCHOOL DIST

School Year: 2008 - 2009 Grade: 3 Date Range: 8/20-9/30

Sort data by: ☐ School ☐ Teacher [More Sort Options...](#) Display data as: ☐ # of Students ☐ % of Students

Alvarez, Maria

Female

| ELL | Below | On Level | Above |
|-----|-------|----------|-------|
| No | 2 | 5 | 2 |
| Yes | 0 | 1 | 0 |

Male

| ELL | Below | On Level | Above |
|-----|-------|----------|-------|
| No | 3 | 3 | 2 |

Gonzalez, Pedro

Female

| ELL | Below | On Level | Above |
|-----|-------|----------|-------|
| No | 1 | 2 | 3 |
| Yes | 0 | 2 | 0 |

Male

| ELL | Below | On Level | Above |
|-----|-------|----------|-------|
| No | 2 | 2 | 3 |
| Yes | 1 | 0 | 0 |

Green, Martin

Female

| ELL | Below | On Level | Above |
|-----|-------|----------|-------|
| No | 1 | 4 | 2 |

Male

| ELL | Below | On Level | Above |
|-----|-------|----------|-------|
| No | 2 | 1 | 2 |
| Yes | 0 | 0 | 2 |

[Restore Default View](#) [Export Data](#) [Print](#)

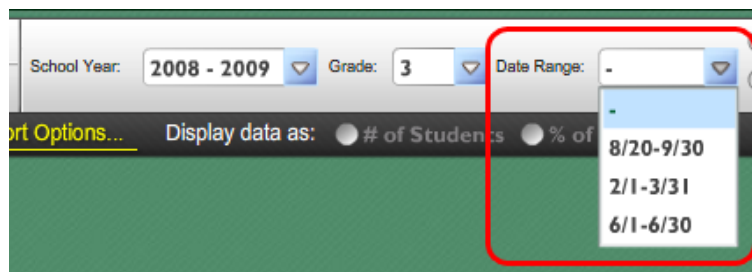
View school/district instructional or independent summary data by assessment period for a particular school year/grade combination.

To view summary data, you must first narrow the data down to a particular School Year, Grade, and Date Range.

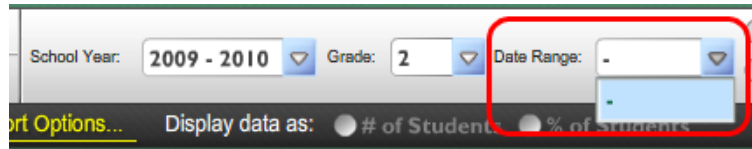
Note: The Grade drop down list will not be active until a School Year is selected, and the Date Range drop down list will not be active until a Grade is selected.

- 1) Select a school year from the **School Year** drop down list. This will activate the Grade drop down list.
- 2) Select a grade from the **Grade** drop down list. This will activate the Date Range drop down list.
- 3) Select a date range from the **Date Range** drop down list, if available. This will activate the Instructional and Independent radio buttons.

Data in the date range drop down list is taken directly from the Start and End Dates saved in the Text Level Goals popup. This data will only be available if you have saved text level goals for that particular School Year/Grade combination, as shown below:



If no text level goals have been saved for that School Year/Grade combination, no options will be available in the Date Range drop down list, as shown below:



If no Date Range options are available, you will need to return to the Text Level Goals popup and save text level goals with start and end dates.

- 4) Select the **Instructional** or **Independent** radio button to show data for that particular benchmark level. The **Instructional** radio button is selected by default.

If all of the results do not fit on the screen, you will be able to **scroll** through the results using the **arrows** at either side of the data area, as shown below:

Gonzalez, Pedro *i*

Female

| ELL | Below | On Level | Above |
|-----|-------|----------|-------|
| No | 1 | 2 | 3 |
| Yes | 0 | 2 | 0 |

Male

| ELL | Below | On Level | Above |
|-----|-------|----------|-------|
| No | 2 | 2 | 3 |
| Yes | 1 | 0 | 0 |

Green, Martin *i*

Female

| ELL | Below | On Level | Above |
|-----|-------|----------|-------|
| No | 1 | 4 | 2 |

Male

| ELL | Below | On Level | Above |
|-----|-------|----------|-------|
| No | 2 | 1 | 2 |
| Yes | 0 | 0 | 2 |

Click on the right arrow (shown above) to navigate to the next page of results. Continue clicking on the right arrow to navigate through all available results. Click on the left arrow to navigate back in the other direction.

Sorting School Summary Data

Sort the summary data by students' school, teacher, gender, language, or special needs status using the sort options.

Sort Order

In the Sort Order popup, you can choose up to four levels of sorting, as shown below:

The screenshot shows the Fountas & Pinnell Benchmark Assessment interface. A 'Sort Order' popup is displayed over the 'Teacher/Class Data' section. The popup has a title bar with a close button. Inside, it provides instructions: 'Choose up to four levels of sorting. Choose an order for each sort.' Below this, there is a table with two columns: 'Column' and 'Order'. The 'Column' column has four dropdown menus with the following selected values: 'Teacher', 'Gender', 'ELL', and '-'. The 'Order' column has four dropdown menus, all with 'A-Z' selected. At the bottom of the popup are 'Cancel' and 'OK' buttons. The background interface shows the 'SCHOOL DATA' tab selected, with a 'Teacher/Class Data' section for 'NORTH CANTON CITY SCHOOLS'. It includes a 'Sort data by:' section with 'School' and 'Teacher' radio buttons, and a table for 'Alvarez, Maria' showing 'Female' and 'Male' data.

- 1) Click on the yellow "Sort Options..." link (*School-Level Administrator*) or the yellow "More Sort Options" link (*District-Level Administrator*) to open the Sort Order popup.
- 2) Choose the order in which you would like to sort the data, using the following available options:
 - School** (*District-Level Administrator only*)
 - Teacher**
 - Gender**
 - ELL** (English Language Learner)
 - SPED** (Special Education Services)
 - Add'l Reading Serv.** (Additional Reading Services)
- 3) Click the **OK** button in the popup to sort the data in the chosen order.

Click the **Cancel** button in the Sort Order popup if you do not want to change how the data is already sorted. This will return you to the School Data screen with no change to the sort order.

Restore Default View

After performing a sort in the Sort Order popup, you can return to the default sort order. Click the **Restore Default View** button in the lower left corner of the School Data screen:

The screenshot shows the 'Teacher/Class Data' section of the School Data interface. At the top, there are tabs for 'SCHOOL DATA' and 'REPORTS'. Below the tabs, there's a header for 'Teacher/Class Data' with a description: 'Set text level goals for your district by clicking on "Text Level Goals". Sort the data by school year, grade, and assessment period. You can then further sort the data by clicking on "More Sort Options". Click "Export Data" to export the data for your district.'

The main area displays data for three teachers: Alvarez, Maria; Gonzalez, Pedro; and Green, Martin. Each teacher's data is shown in a table with columns for ELL, Below, On Level, and Above. The data is sorted by Teacher, then by Gender, then by ELL status.

At the bottom left, the 'Restore Default View' button is circled in red. Other buttons include 'Export Data' and 'Print'.

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In the example above, a District-Level Administrator has sorted the summary data by Teacher, then by Gender, then by ELL status.

If the administrator clicks the **Restore Default View** button, the summary data will return to its default sort order.

The screenshot shows the 'Teacher/Class Data' section of the School Data interface. At the top, there are tabs for 'SCHOOL DATA' and 'REPORTS'. Below the tabs, there's a header for 'Teacher/Class Data' with a description: 'Set text level goals for your district by clicking on "Text Level Goals". Sort the data by school year, grade, and assessment period. You can then further sort the data by clicking on "More Sort Options". Click "Export Data" to export the data for your district.'

The main area displays data for two schools: CLEARMOUNT and GREENTOWN ELEMENTARY. Each school's data is shown in a table with columns for Below, On Level, and Above. The data is sorted by School by default.

At the bottom left, the 'School' button is circled in red. Other buttons include 'More Sort Options...', 'Export Data', and 'Print'.

For District-Level Administrators, data is sorted by School by default.
For School-Level Administrators, data is sorted by Teacher by default.

Display data as:

You can display the sorted data as:

Number of students (# of Students)

OR

Percentage of students (% of Students)

For all Administrator users, data is displayed by number of students by default.

Click the radio button next to either option to select how you would like to view the data.

For example, in the screenshot below, a District-Level Administrator has chosen to view the data by the **# of Students** and can see that 24 grade 3 students in the Clearmount School were performing On Level during the first assessment period of the year:

The screenshot shows the 'Teacher/Class Data' section of the School Data interface. The district is 'NORTH CANTON CITY SCHOOL DIST'. The school year is '2008 - 2009', the grade is '3', and the date range is '8/20-9/30'. The 'Display data as' radio buttons are set to '# of Students'. Below the filters, there are two tables for 'CLEARMOUNT' and 'GREENTOWN ELEMENTARY' schools. The 'CLEARMOUNT' table shows 19 Below, 24 On Level, and 23 Above students. The 'GREENTOWN ELEMENTARY' table shows 5 Below, 9 On Level, and 4 Above students.

| CLEARMOUNT | | |
|------------|----------|-------|
| Below | On Level | Above |
| 19 | 24 | 23 |

| GREENTOWN ELEMENTARY | | |
|----------------------|----------|-------|
| Below | On Level | Above |
| 5 | 9 | 4 |

If the **% of Students** radio button is selected, the administrator will see that 36% of the grade 3 students in the Clearmount School were performing On Level during the first assessment period of the year:

The screenshot shows the 'Teacher/Class Data' section of the School Data interface. The district is 'NORTH CANTON CITY SCHOOL DIST'. The school year is '2008 - 2009', the grade is '3', and the date range is '8/20-9/30'. The 'Display data as' radio buttons are set to '% of Students'. Below the filters, there are two tables for 'CLEARMOUNT' and 'GREENTOWN ELEMENTARY' schools. The 'CLEARMOUNT' table shows 29% Below, 36% On Level, and 35% Above students. The 'GREENTOWN ELEMENTARY' table shows 28% Below, 50% On Level, and 22% Above students.

| CLEARMOUNT | | |
|------------|----------|-------|
| Below | On Level | Above |
| 29% | 36% | 35% |

| GREENTOWN ELEMENTARY | | |
|----------------------|----------|-------|
| Below | On Level | Above |
| 28% | 50% | 22% |

Exporting School Summary Data

You can export class data from the class list by clicking on the **Export Data** button:

SCHOOL DATA **REPORTS**

Teacher/Class Data Set text level goals for your district by clicking on "Text Level Goals". Sort the data by school year, grade, and assessment period. You can then further sort the data by clicking on "More Sort Options". Click "Export Data" to export the data for your district.

DISTRICT: NORTH CANTON CITY SCHOOL DIST School Year: 2008 - 2009 Grade: 3 Data Range: 8/20-9/30 ☒ Instructional ☐ Independent **Text Level Goals** ?

Sort data by: ☒ School ☐ Teacher **More Sort Options...** Display data as: ☒ # of Students ☐ % of Students

| Alvarez, Maria | | | | |
|----------------|-------|----------|-------|--|
| Female | | | | |
| ELL | Below | On Level | Above | |
| No | 2 | 5 | 2 | |
| Yes | 0 | 1 | 0 | |
| Male | | | | |
| ELL | Below | On Level | Above | |
| No | 3 | 3 | 2 | |

| Gonzalez, Pedro | | | | |
|-----------------|-------|----------|-------|--|
| Female | | | | |
| ELL | Below | On Level | Above | |
| No | 1 | 2 | 3 | |
| Yes | 0 | 2 | 0 | |
| Male | | | | |
| ELL | Below | On Level | Above | |
| No | 2 | 2 | 3 | |
| Yes | 1 | 0 | 0 | |

| Green, Martin | | | | |
|---------------|-------|----------|-------|--|
| Female | | | | |
| ELL | Below | On Level | Above | |
| No | 1 | 4 | 2 | |
| Yes | 0 | 0 | 0 | |
| Male | | | | |
| ELL | Below | On Level | Above | |
| No | 2 | 1 | 2 | |
| Yes | 0 | 0 | 2 | |

Restore Default View **Export Data** **Print**

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- 1.) Click on the **Export Data** button.
- 2.) Click the **OK** button in the Export confirmation window that appears. (Or click the **Cancel** button if you decide not to export the current summary data; this will close the export confirmation window and return you to the School Data screen.)
- 3.) The "select location" window will pop up. Select the location where you would like to download the exported file and click the **Save** button:

Select location for download

Save in: Export My Data

My Recent Documents
Desktop
My Documents
My Computer
My Network

File name: benchmark.csv
Save as type: All Files (*.*)

Save Cancel

Warning: This file may be an executable program or contain malicious content, use caution before saving or opening.

The system will save the file to your chosen location with the default name "benchmark.csv". You can change this name in the "select location" window before you click the **Save** button.

Note: The exported file will include the information that was displayed on the School Data screen when you clicked the Export Data button, and will appear in the same sort order you specified on the School Data screen (or in the default sort order, if you did not specify another sort order).

Print School Summary Data

You can print the summary data as it appears on the screen by clicking on the **Print** button:

SCHOOL DATA **REPORTS**

Teacher/Class Data Set text level goals for your district by clicking on "Text Level Goals". Sort the data by school year, grade, and assessment period. You can then further sort the data by clicking on "More Sort Options". Click "Export Data" to export the data for your district.

DISTRICT: NORTH CANTON CITY SCHOOL DIST School Year: 2008 - 2009 Grade: 3 Data Range: 8/20-9/30 ☒ Instructional ☐ Independent **Text Level Goals** ?

Sort data by: ☒ School ☐ Teacher [More Sort Options...](#) Display data as: ☐ # of Students ☒ % of Students

Alvarez, Maria [i](#)

Female

| ELL | Below | On Level | Above |
|-----|-------|----------|-------|
| No | 2 | 5 | 2 |
| Yes | 0 | 1 | 0 |

Male

| ELL | Below | On Level | Above |
|-----|-------|----------|-------|
| No | 3 | 3 | 2 |

Gonzalez, Pedro [i](#)

Female

| ELL | Below | On Level | Above |
|-----|-------|----------|-------|
| No | 1 | 2 | 3 |
| Yes | 0 | 2 | 0 |

Male

| ELL | Below | On Level | Above |
|-----|-------|----------|-------|
| No | 2 | 2 | 3 |
| Yes | 1 | 0 | 0 |

Green, Martin [i](#)

Female

| ELL | Below | On Level | Above |
|-----|-------|----------|-------|
| No | 1 | 4 | 2 |

Male

| ELL | Below | On Level | Above |
|-----|-------|----------|-------|
| No | 2 | 1 | 2 |
| Yes | 0 | 0 | 2 |

[Restore Default View](#) [Export Data](#) [Print](#)

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Click on the **Print** button.

Select your printer from the "Print" window that pops up, and click the **Print** button.

This printout will include the following headers:

Benchmark Assessment Online Data Management System
Summary Report

The printed summary report will include only the information that is shown in the School Data view online, exactly as it was sorted in that view(or in the default sort order, if you did not specify another sort order).

In the example above, a District-Level Administrator has sorted the summary data by Teacher, then by Gender, then by ELL status.

That Administrator's printout will show the same information, as shown below:

Benchmark Assessment Online Data Management System | Summary Report

Alvarez, Maria

Female

| | | | |
|-----|-------|----------|-------|
| ELL | Below | On Level | Above |
| No | 2 | 5 | 2 |
| Yes | 0 | 1 | 0 |

Male

| | | | |
|-----|-------|----------|-------|
| ELL | Below | On Level | Above |
| No | 3 | 3 | 2 |

Gonzalez, Pedro

Female

| | | | |
|-----|-------|----------|-------|
| ELL | Below | On Level | Above |
| No | 1 | 2 | 3 |
| Yes | 0 | 2 | 0 |

Male

| | | | |
|-----|-------|----------|-------|
| ELL | Below | On Level | Above |
| No | 2 | 2 | 3 |
| Yes | 1 | 0 | 0 |

Green, Martin

Female

| | | | |
|-----|-------|----------|-------|
| ELL | Below | On Level | Above |
| No | 1 | 4 | 2 |

Male

| | | | |
|-----|-------|----------|-------|
| ELL | Below | On Level | Above |
| No | 2 | 1 | 2 |
| Yes | 0 | 0 | 2 |

Sullivan, Edward

Female

| | | | |
|-----|-------|----------|-------|
| ELL | Below | On Level | Above |
| No | 3 | 5 | 2 |
| Yes | 1 | 0 | 0 |

Male

| | | | |
|-----|-------|----------|-------|
| ELL | Below | On Level | Above |
| No | 7 | 3 | 2 |
| Yes | 0 | 1 | 0 |

Yang, Clarissa

Female

| | | | |
|-----|-------|----------|-------|
| ELL | Below | On Level | Above |
| No | 3 | 2 | 2 |
| Yes | 0 | 1 | 0 |

Male

| | | | |
|-----|-------|----------|-------|
| ELL | Below | On Level | Above |
| No | 3 | 1 | 4 |
| Yes | 1 | 0 | 1 |

Page 1 of 1

Reports

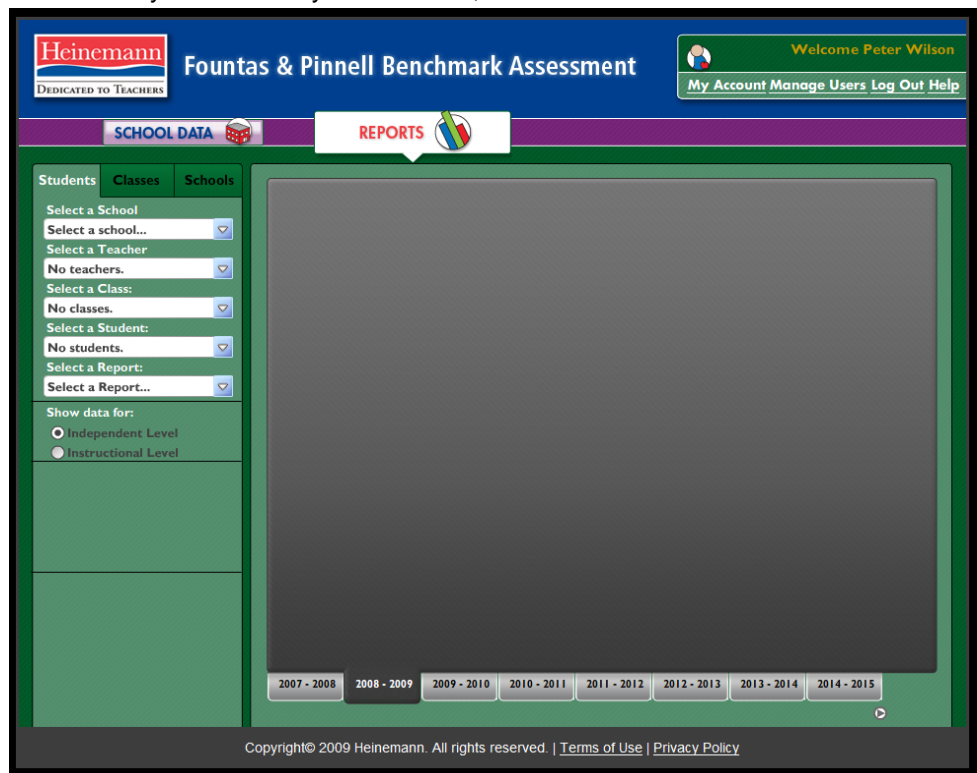
Overview

Generate student, class, and school summary reports in either graph or table format to analyze assessment data, identify patterns, and track progress over time. Reports include Student and Class Reading Assessment Levels, Student and Class Reading Comprehension, and Class Profile and School Profile reports indicating the distribution of students at different benchmark independent or instructional levels at any given point in time. You can generate reports for students within a class, in one school, or across schools.

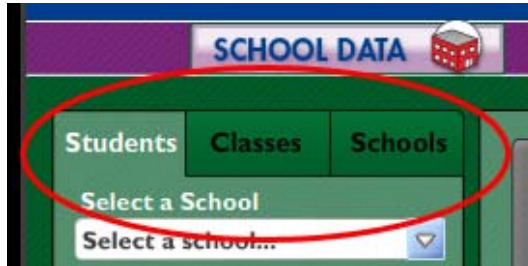
Access the Reports area by clicking on the **Reports** tab at the top of the screen:



The screen you will initially see is blank, as shown below:



The Reports screen defaults to the Students report choices, so the Students tab will appear “forward”:



To see Class reports, click on the **Classes** tab (located next to the Students tab) to bring the Class report choices forward.

To see the School report, click on the **Schools** tab (located next to the Classes tab) to bring the School report choices forward.

All student, class, and school reports offer you the choice of viewing **Instructional** or **Independent** Level data:

A screenshot of a green box containing the text "Show data for:". Below this text are two radio button options: "Independent Level" and "Instructional Level". The "Instructional Level" option is selected, indicated by a black dot in the center of the radio button.

**Student Report –
Assessment Levels**

Below is an example of the same Student Assessment Levels report in a table format and in a graph format:

Table

SCHOOL DATA

REPORTS

StudentsClassesSchools

Select a School
GREENTOWN ELEMENT.
Select a Teacher
Sullivan, Edward
Select a Class:
Mr. Sullivan's Class
Select a Student:
Burns, Judith
Select a Report:
Assessment Levels
Show data for:
☐ Independent Level
☒ Instructional Level
Show data between:
9/1/2008
and:
6/30/2009

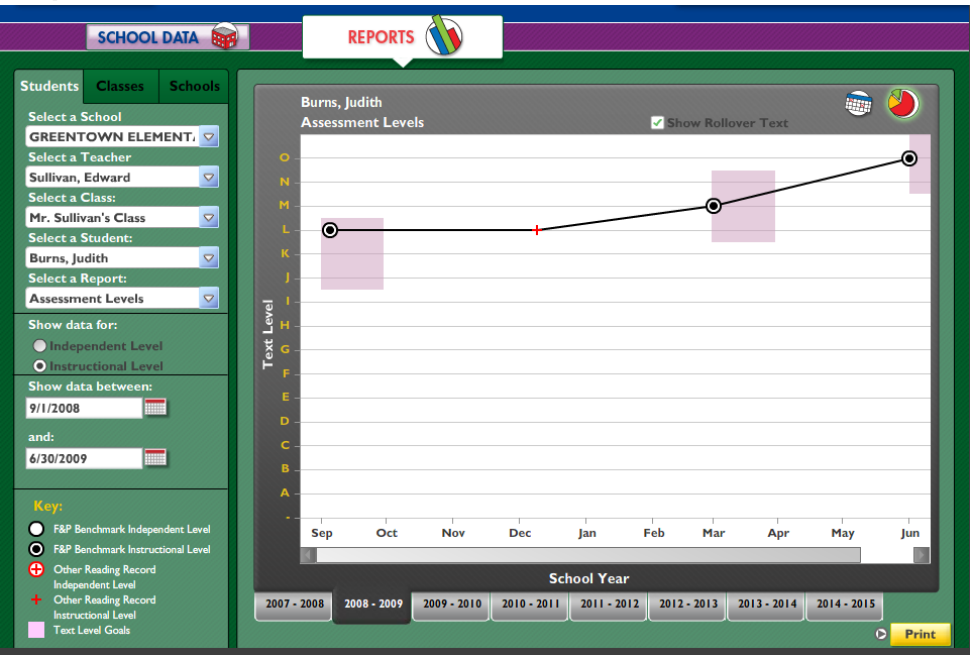
Burns, Judith
Assessment Levels

| Date Administ | Book Title | Genre | Text Level | Accuracy | Fluency | Total Comprehension |
|---------------|---------------|-------|------------|----------|---------|---------------------|
| 09/05/2008 | Hang On, Baby | NF | L | 96% | 2 | 7/10 (S) |
| 12/10/2008 | The Toy Maker | NF | L | 97% | N/A | (S) |
| 03/02/2009 | Saving Up | F | M | 95% | 2 | 7/10 (S) |
| 06/01/2009 | The New Girl | F | O | 95% | 2 | 7/10 (S) |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

2007 - 20082008 - 20092009 - 20102010 - 20112011 - 20122012 - 20132013 - 20142014 - 2015

Print

Graph



To view a Student Assessment Levels report, confirm that the Students tab is forward.

Steps to view

- 1) Choose the appropriate **School Year** from the school year tabs at the bottom of the reports area:



- 2) Select the appropriate school from the “**Select a School**” drop down list.
(District-Level Administrator only)
- 3) Select the appropriate teacher from the “**Select a Teacher**” drop down list.
- 4) Select the appropriate class from the “**Select a Class**” drop down list.
- 5) Select the student for whom you would like to view the report from the “**Select a Student**” drop down list.
- 6) Select the report option “Assessment Levels” from the “**Select a Report**” drop down list.
- 7) Confirm that you are viewing the expected Level (Instructional or Independent) in the “**Show data for**” area.
- 8) Confirm that you are viewing data within your expected date range in the “**Show data between**” area. The dates default to the school year.
- 9) Click on either the Table icon or the Graph icon to view the report type of your choice:

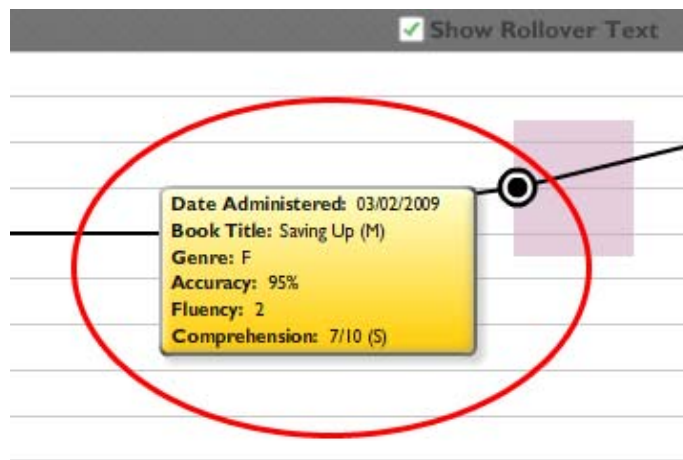


The graph report comes with a key to easily interpret the information displayed on the graph:



The points on the graph also have dynamic rollover states, so if you roll the cursor over a point on the graph, the following data will appear:

- Date Administered
- Book Title and Text Level
- Genre
- Accuracy score
- Fluency score
- Comprehension score



Student Report – Comprehension

Below is an example of the same Student Comprehension report in a table format and in a graph format:

Table

SCHOOL DATA

REPORTS

StudentsClassesSchools

Select a School
GREENTOWN ELEMENT.
Select a Teacher
Sullivan, Edward
Select a Class:
Mr. Sullivan's Class
Select a Student:
Burns, Judith
Select a Report:
Comprehension
Show data for:
☐ Independent Level
☒ Instructional Level
Show data between:
9/1/2008
and:
6/30/2009

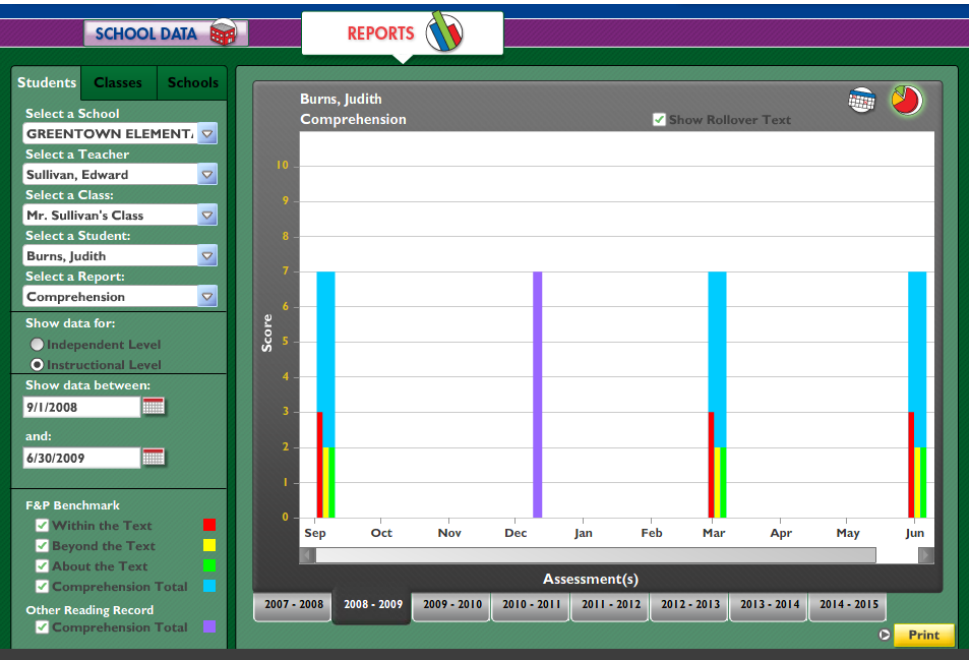
Burns, Judith
Comprehension

| Date Adminis | Book Title | Genre | Text Level | Within the Text | Beyond the Text | About the Text | Addition Underst | Total Comprehension |
|--------------|--------------|-------|------------|-----------------|-----------------|----------------|------------------|---------------------|
| 09/05/2008 | Hang On, Ba. | NF | L | 3 | 2 | 2 | 0 | 7/10 |
| 03/02/2009 | Saving Up | F | M | 3 | 2 | 2 | 0 | 7/10 |
| 06/01/2009 | The New Gir. | F | O | 3 | 2 | 2 | 0 | 7/10 |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

2007 - 20082008 - 20092009 - 20102010 - 20112011 - 20122012 - 20132013 - 20142014 - 2015

Print

Graph



To view a Student Comprehension report, confirm that the Students tab is forward.

Steps to view

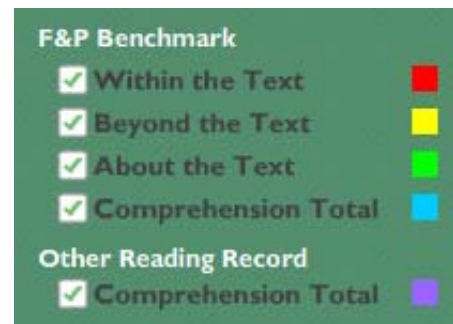
- 1) Choose the appropriate **School Year** from the school year tabs at the bottom of the reports area:



- 2) Select the appropriate school from the “**Select a School**” drop down list. *(District-Level Administrator only)*
- 3) Select the appropriate teacher from the “**Select a Teacher**” drop down list.
- 4) Select the appropriate class from the “**Select a Class**” drop down list.
- 5) Select the student for whom you would like to view the report from the “**Select a Student**” drop down list.
- 6) Select the report option “Comprehension” from the “**Select a Report**” drop down list.
- 7) Confirm that you are viewing the expected Level (Instructional or Independent) in the “**Show data for**” area.
- 8) Confirm that you are viewing data within your expected date range in the “**Show data between**” area. The dates default to the school year.
- 9) Click on either the Table icon or the Graph icon to view the report type of your choice:

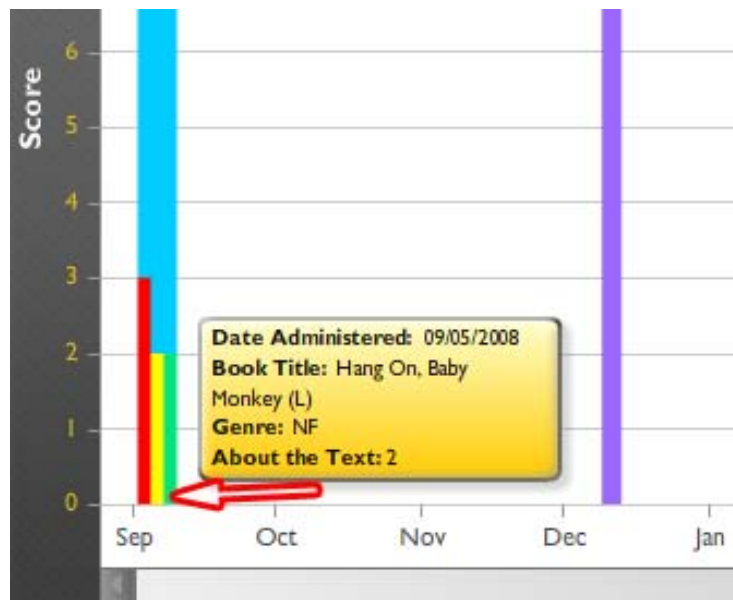


- 10) When viewing the graph, choose the **comprehension** types that you would like to view by clicking on the check boxes next to each comprehension type in the key. Clicking on the check box again will remove the checkmark and will also remove that data from the graph you are viewing.



The bars on the graph also have dynamic rollover states, so if you roll the cursor over a bar, the following data will appear:

- Date Administered
- Book Title and Text Level
- Genre
- Comprehension score



Class Report –
Assessment Levels

Below is an example of the same Class Assessment Levels report in a log format, in a table format, and in a graph format:

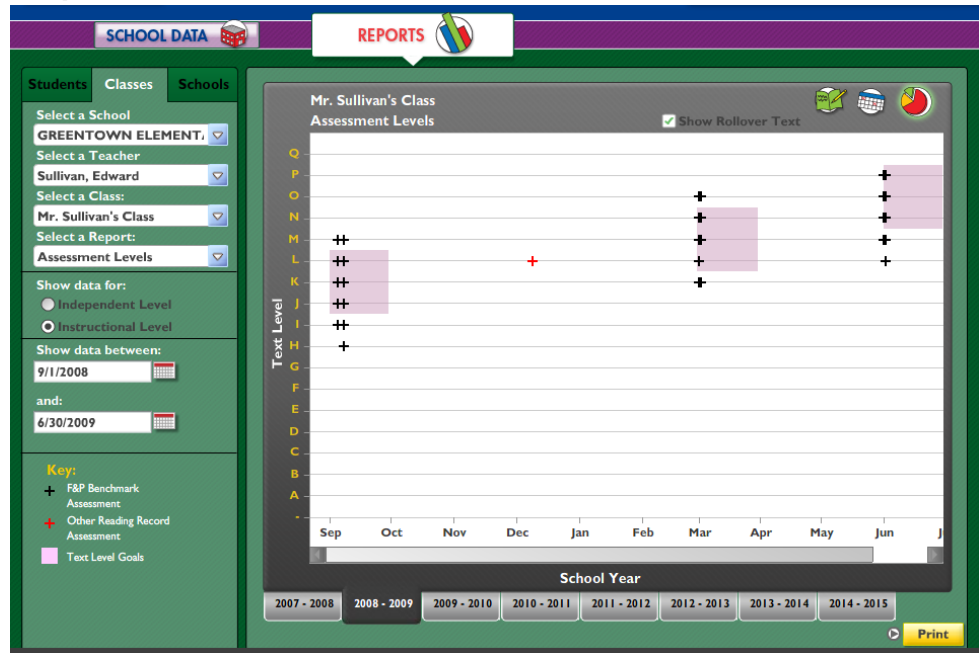
Log

| Name | 09/05/2008 | 09/08/2008 | 12/10/2008 | 03/03/2009 | 03/03/2009 | 06/01/2009 | 06/02/2009 |
|-------------------|------------|------------|------------|------------|------------|------------|------------|
| Miller, Christine | M | | | O | P | | |
| Cormier, Madison | L | | | N | P | | |
| Donahue, Jean | K | | | N | O | | |
| Groban, Jennifer | L | | | N | P | | |
| Jones, Marie | J | | | L | N | | |
| Lee, Susan | M | | | O | P | | |
| Light, Ryan | I | | | K | N | | |
| Milan, Erika | I | | | K | M | | |
| O'Brien, Tara | M | | | O | P | | |
| Burns, Judith | L | | L | M | O | | |
| Oliveria, Gary | | K | | | M | O | |
| Palmer, Matthew | | M | | | N | P | |
| Smith, John | | K | | | N | P | |

Table

| Date Administered | Student Name | Book Title | Genre | Text Level |
|-------------------|-------------------|--------------------------|-------|------------|
| 09/05/2008 | Miller, Christine | City Hawks | NF | M |
| 09/05/2008 | Cormier, Madison | Ernie Learns | F | L |
| 09/05/2008 | Donahue, Jean | Edwin's Haircut | F | K |
| 09/05/2008 | Groban, Jennifer | Hang On, Baby Monkey | NF | L |
| 09/05/2008 | Jones, Marie | Our New Neighbors | F | J |
| 09/05/2008 | Lee, Susan | City Hawks | NF | M |
| 09/05/2008 | Light, Ryan | All About Koalas | NF | I |
| 09/05/2008 | Milan, Erika | The Best Cat | F | I |
| 09/05/2008 | O'Brien, Tara | City Hawks | NF | M |
| 09/05/2008 | Burns, Judith | Hang On, Baby Monkey | NF | L |
| 09/08/2008 | Oliveria, Gary | Edwin's Haircut | F | K |
| 09/08/2008 | Palmer, Matthew | Saving Up | F | M |
| 09/08/2008 | Smith, John | Surprising Animal Sen... | NF | K |

Graph



To view a Class Assessment Levels report, confirm that the Classes tab is forward.

Steps to view

- 1) Choose the appropriate **School Year** from the school year tabs at the bottom of the reports area:



- 2) Select the appropriate school from the **"Select a School"** drop down list. (*District-Level Administrator only*)
- 3) Select the appropriate teacher from the **"Select a Teacher"** drop down list.
- 4) Select the appropriate class from the **"Select a Class"** drop down list.
- 5) Select the report option "Assessment Levels" from the **"Select a Report"** drop down list.
- 6) Confirm that you are viewing the expected Level (Instructional or Independent) in the **"Show data for"** area.
- 7) Confirm that you are viewing data within your expected date range in the **"Show data between"** area. The dates default to the school year.
- 8) Click on the Log icon, the Table icon, or the Graph icon to view the report type of your choice:



The graph report comes with a key to easily interpret the information displayed on the graph:



The bars on the graph also have dynamic rollover states, so if you roll the cursor over a bar, the following data will appear:

Date Administered
Student Name
Book Title
Genre

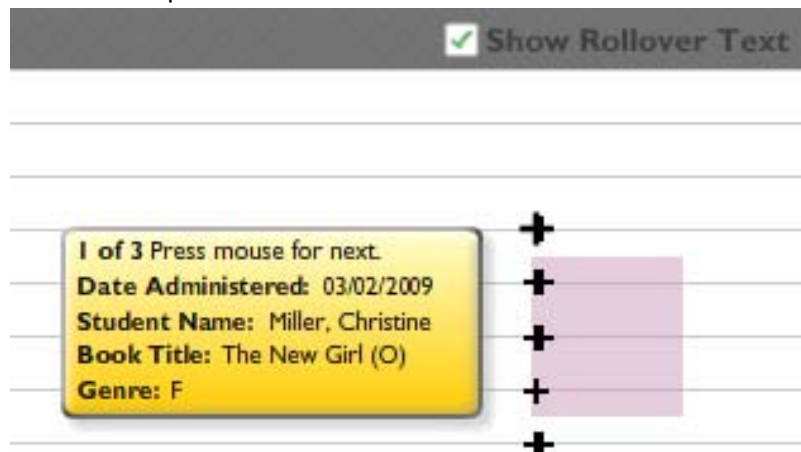
If more than one data point appears in approximately the same area, the rollover text will start with the header:

"[#] of [#] Press mouse for next."

The data for one user will appear under that header.

Click the mouse on the data point to cycle to the next student's rollover data. The data will continue to cycle as you click, allowing you to see the text for the remaining students that are covered by that data point.

See an example below:



Class Report – Comprehension

Below is an example of the same Class Comprehension report in a table format and in a graph format:

Table

SCHOOL DATA

REPORTS

StudentsClassesSchools

Select a School
GREENTOWN ELEMENT.

Select a Teacher
Sullivan, Edward

Select a Class:
Mr. Sullivan's Class

Select a Report:
Comprehension

Show data for:
☒ Independent Level
☐ Instructional Level

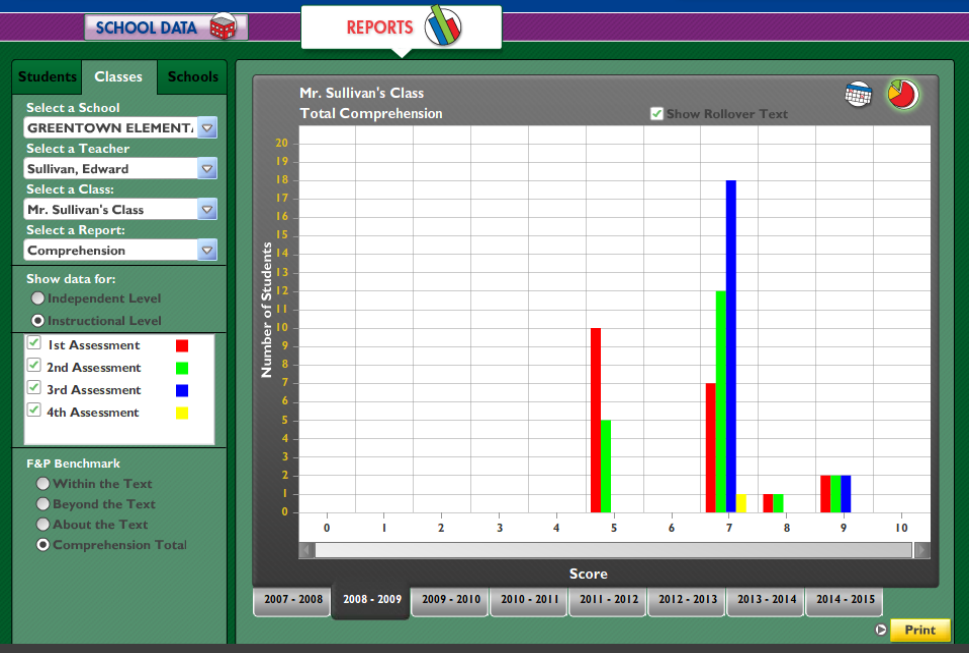
Mr. Sullivan's Class
Comprehension

| Date Administered | Student Name | Book Title | Genre | Text Level | Within the Text | Beyond the Text | About the Text | Additional Understan | Total Comprehension |
|-------------------|---------------|---------------|-------|------------|-----------------|-----------------|----------------|----------------------|---------------------|
| 09/05/2008 | Miller, Chris | City Hawks | NF | M | 3 | 3 | 3 | 0 | 9/10 |
| 09/05/2008 | Cormier, M | Ernie Lear... | F | L | 3 | 2 | 2 | 0 | 7/10 |
| 09/05/2008 | Donahue, L | Edwin's Ha... | F | K | 3 | 2 | N/A | 0 | 5/7 |
| 09/05/2008 | Groban, Je | Hang On, B | NF | L | 3 | 3 | 2 | 0 | 8/10 |
| 09/05/2008 | Jones, Mar | Our New N | F | J | 3 | 2 | N/A | 0 | 5/7 |
| 09/05/2008 | Lee, Susan | City Hawks | NF | M | 3 | 3 | 3 | 0 | 9/10 |
| 09/05/2008 | Light, Ryan | All About ... | NF | I | 3 | 2 | N/A | 0 | 5/7 |
| 09/05/2008 | Milan, Erika | The Best C. | F | I | 3 | 2 | N/A | 0 | 5/7 |
| 09/05/2008 | O'Brien, Ta | City Hawks | NF | M | 3 | 2 | 2 | 0 | 7/10 |
| 09/05/2008 | Burns, Judi | Hang On, B | NF | L | 3 | 2 | 2 | 0 | 7/10 |
| 09/08/2008 | Oliveria, Ge | Edwin's Ha... | F | K | 3 | 2 | N/A | 0 | 5/7 |
| 09/08/2008 | Palmer, Ma | Saving Up | F | M | 3 | 2 | 2 | 0 | 7/10 |
| 09/08/2008 | Smith, John | Surprising... | NF | K | 3 | 2 | N/A | 0 | 5/7 |

2007 - 20082008 - 20092009 - 20102010 - 20112011 - 20122012 - 20132013 - 20142014 - 2015

Print

Graph



To view a Class Comprehension report, confirm that the Classes tab is forward.

Steps to view

- 1) Choose the appropriate **School Year** from the school year tabs at the bottom of the reports area:

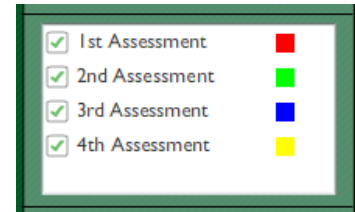


- 2) Select the appropriate school from the “**Select a School**” drop down list.
(District-Level Administrator only)
- 3) Select the appropriate teacher from the “**Select a Teacher**” drop down list.
- 4) Select the appropriate class from the “**Select a Class**” drop down list.
- 5) Select the report option “Comprehension” from the “**Select a Report**” drop down list.
- 6) Confirm that you are viewing the expected Level (Instructional or Independent) in the “**Show data for**” area.
- 7) Click on either the Table icon or the Graph icon to view the report type of your choice:



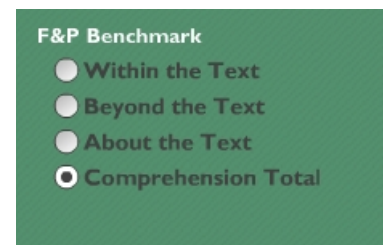
Graph report options:

- 11) When viewing the graph, choose the **assessments** that you would like to view by clicking on the check boxes next to each assessment in the key. Clicking on the check box again will remove the checkmark and will also remove that data from the graph you are viewing.



Note: “1st Assessment” refers to the first assessment given to the student at which they had the level of Independent or Instructional. The graph will show either Independent Level or Instructional Level data, depending on which Level radio button you chose in step 6 above.

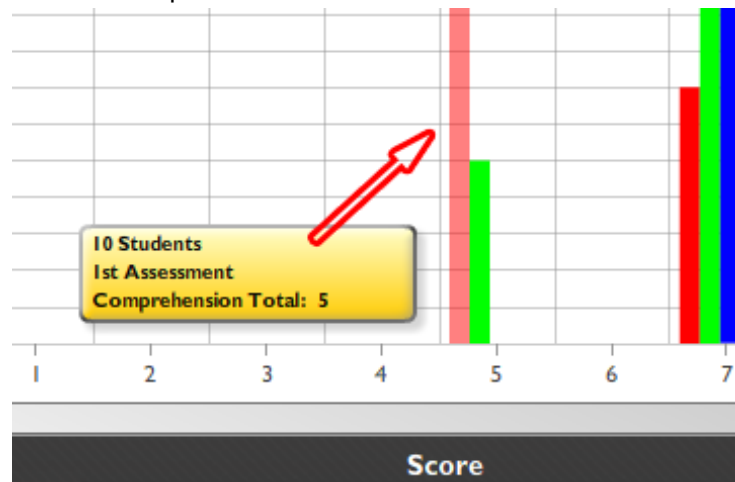
- 8) Choose the type of Comprehension score you would like to view by choosing one of the radio button options below the “F&P Benchmark” header. The type defaults to Comprehension Total.



The bars on the graph also have dynamic rollover states, so if you roll the cursor over a bar, the following data will appear:

- Number of students
- Assessment Number
- Comprehension Total

See an example below:



**Class Report –
Class Profile**

Below is an example of the same Class Profile report in a table format and in a graph format:

Table

SCHOOL DATA

REPORTS

StudentsClassesSchools

Select a School
GREENTOWN ELEMENT.

Select a Teacher
Sullivan, Edward

Select a Class:
Mr. Sullivan's Class

Select a Report:
Class Profile

Show data for:
☐ Independent Level
☒ Instructional Level
☒ 1st Assessment
☒ 2nd Assessment
☒ 3rd Assessment
☒ 4th Assessment

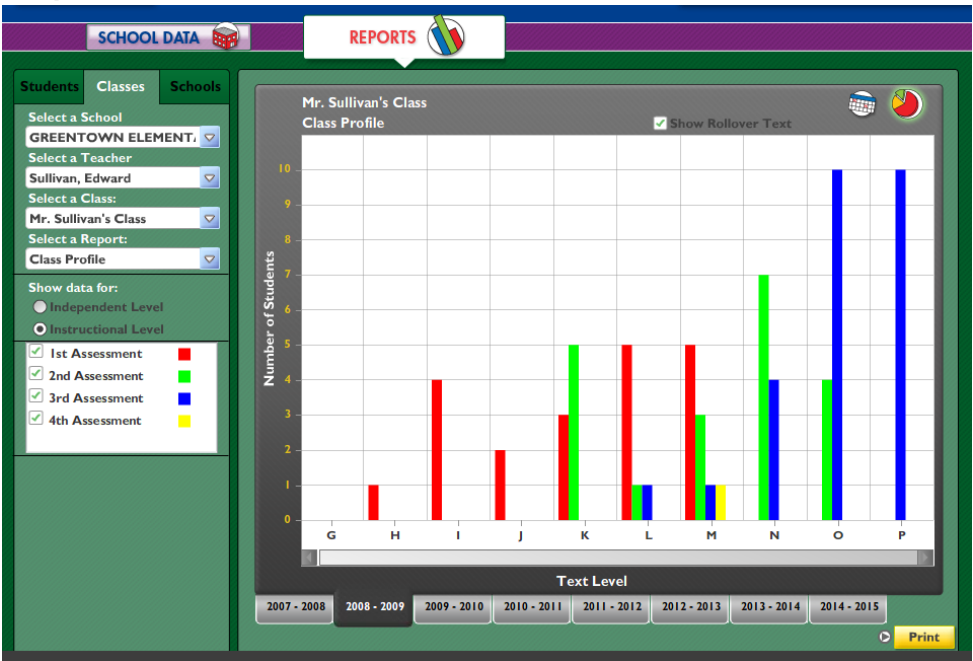
Mr. Sullivan's Class
Class Profile

| Assessment | Text Level | Number of Students |
|----------------|------------|--------------------|
| 1st Assessment | H | 1 |
| 1st Assessment | I | 4 |
| 1st Assessment | J | 2 |
| 1st Assessment | K | 3 |
| 1st Assessment | L | 5 |
| 1st Assessment | M | 5 |
| 2nd Assessment | K | 5 |
| 2nd Assessment | L | 1 |
| 2nd Assessment | M | 3 |
| 2nd Assessment | N | 7 |
| 2nd Assessment | O | 4 |
| 3rd Assessment | L | 1 |
| 3rd Assessment | M | 1 |

2007 - 20082008 - 20092009 - 20102010 - 20112011 - 20122012 - 20132013 - 20142014 - 2015

Print

Graph



To view a Class Profile report, confirm that the Classes tab is forward.

Steps to view

- 1) Choose the appropriate **School Year** from the school year tabs at the bottom of the reports area:

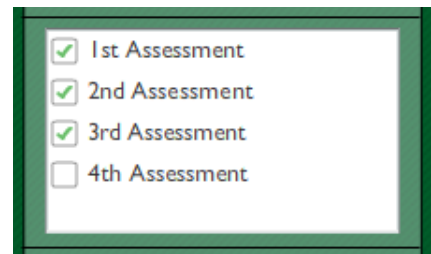


- 2)
- 3) Select the appropriate school from the “**Select a School**” drop down list. (*District-Level Administrator only*)
- 4) Select the appropriate teacher from the “**Select a Teacher**” drop down list.
- 5) Select the appropriate class from the “**Select a Class**” drop down list.
- 6) Select the report option “Class Profile” from the “**Select a Report**” drop down list.
- 7) Confirm that you are viewing the expected Level (Instructional or Independent) in the “**Show data for**” area.
- 8) Click on either the Table icon or the Graph icon to view the report type of your choice:



Table report options:

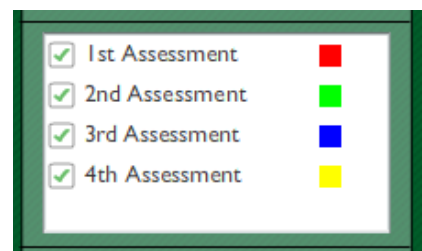
- 9) When viewing the table, choose the **assessments** that you would like to view by clicking on the check boxes next to each assessment number. Clicking on the check box again will remove the checkmark and will also remove that assessment’s data from the table you are viewing.



Note: “1st Assessment” refers to the first assessment given to the student at which they had the level of Independent or Instructional. The table or graph will show either Independent Level or Instructional Level data, depending on which Level radio button you chose in step 7 above.

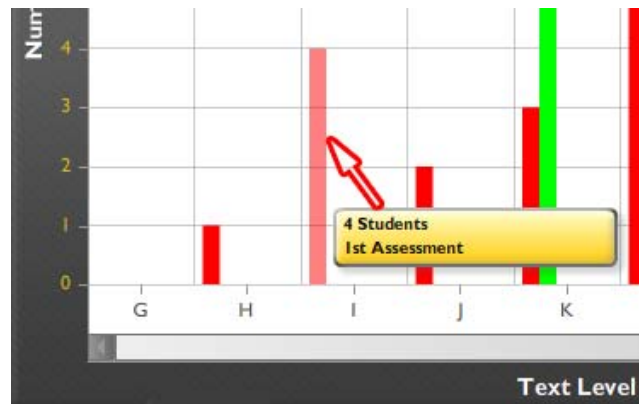
Graph report options:

- 10) When viewing the graph, choose the **assessments** that you would like to view by clicking on the check boxes next to each assessment in the key. Clicking on the check box again will remove the checkmark and will also remove that data from the graph you are viewing.



The bars on the graph also have dynamic rollover states, so if you roll the cursor over a bar, the following data will appear:

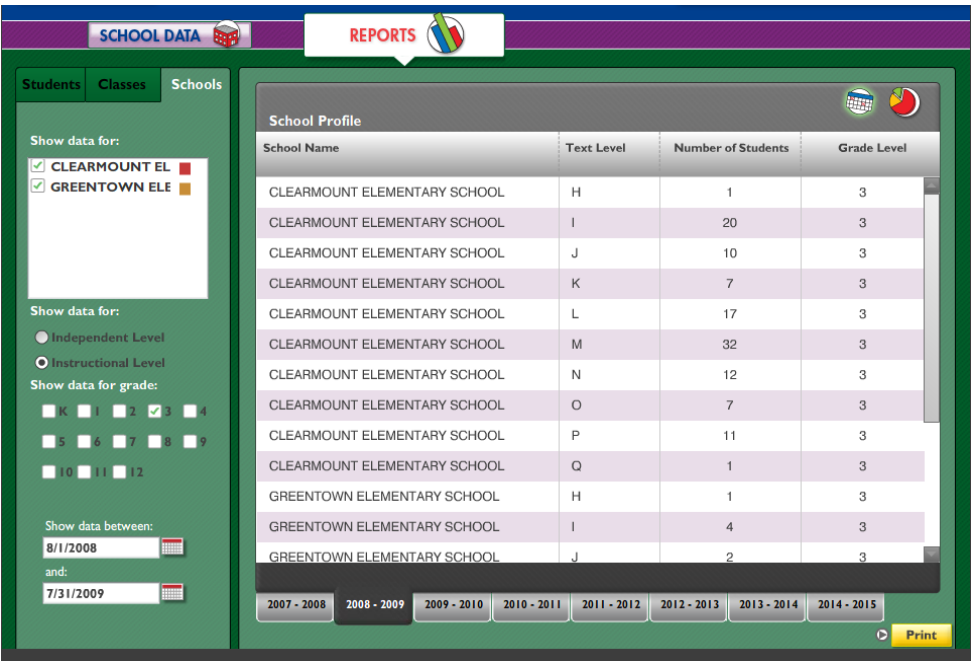
Number of students
Assessment Number



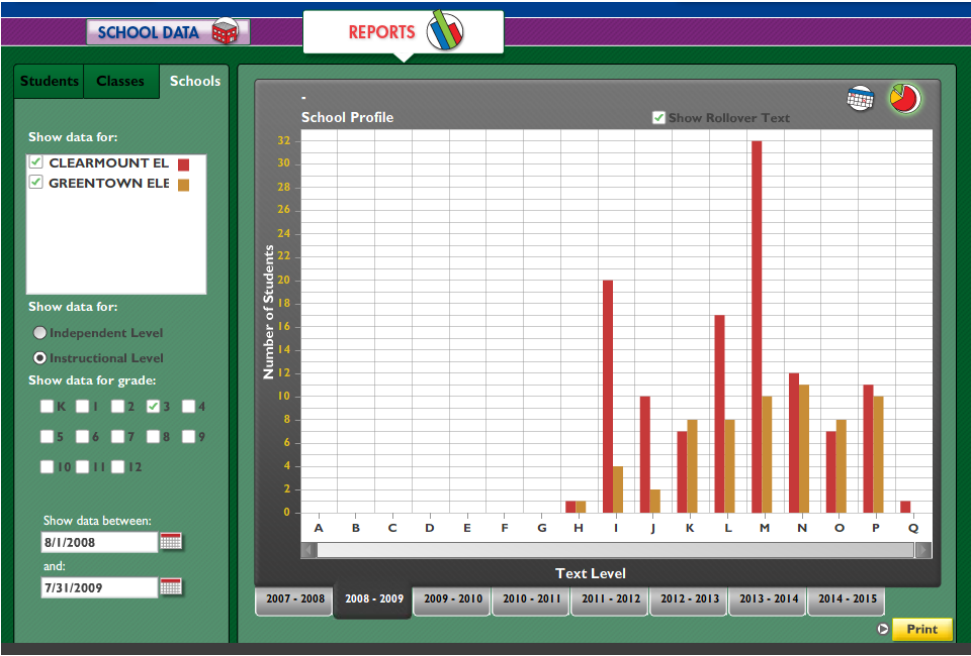
School Report

Below is an example of the same School report in a table format and in a graph format:

Table



Graph



To view a School report, confirm that the Schools tab is forward.

Steps to view

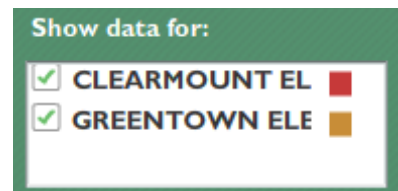
- 1) Choose the appropriate **School Year** from the school year tabs at the bottom of the reports area:



- 2) Select the school(s) for which you would like to view data in the first “**Show data for**” school area, as seen below:

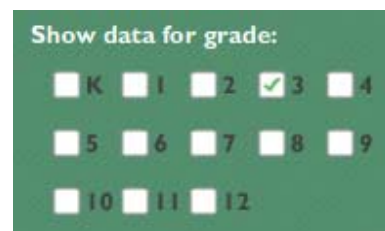
(Only District-Level Administrators will see more than one school.)

Check boxes appear next to the available schools. You can click on a check box to remove the checkmark; this will remove that school's data from the report you are viewing. You can click on the check box again to replace the checkmark; this will add that school's data back into the report.



- 3) Confirm that you are viewing the expected Level (Instructional or Independent) in the “**Show data for**” reading level area.
- 4) Select the grade(s) for which you would like to view data in the “Show data for grade:” check box area.

Check boxes appear next to all of the grade options, whether or not data exists for all grades. You can click on a check box to add that grade's data into the report you are viewing, or you can uncheck a check box to remove that grade's data from the report by clicking on it again. You can check boxes for as many grades as you would like.



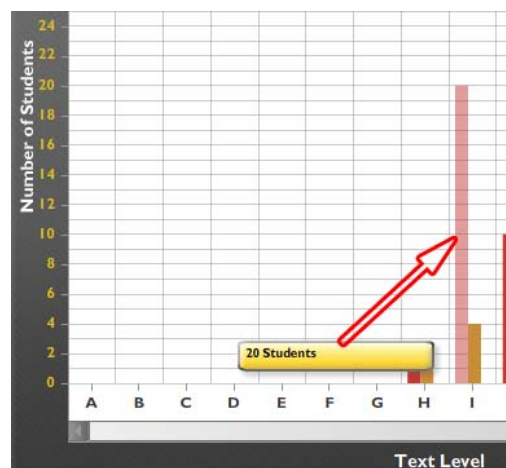
- 5) Confirm that you are viewing data within your expected date range in the “**Show data between**” area. The dates default to the school year.

- 6) Click on either the Table icon or the Graph icon to view the report type of your choice:



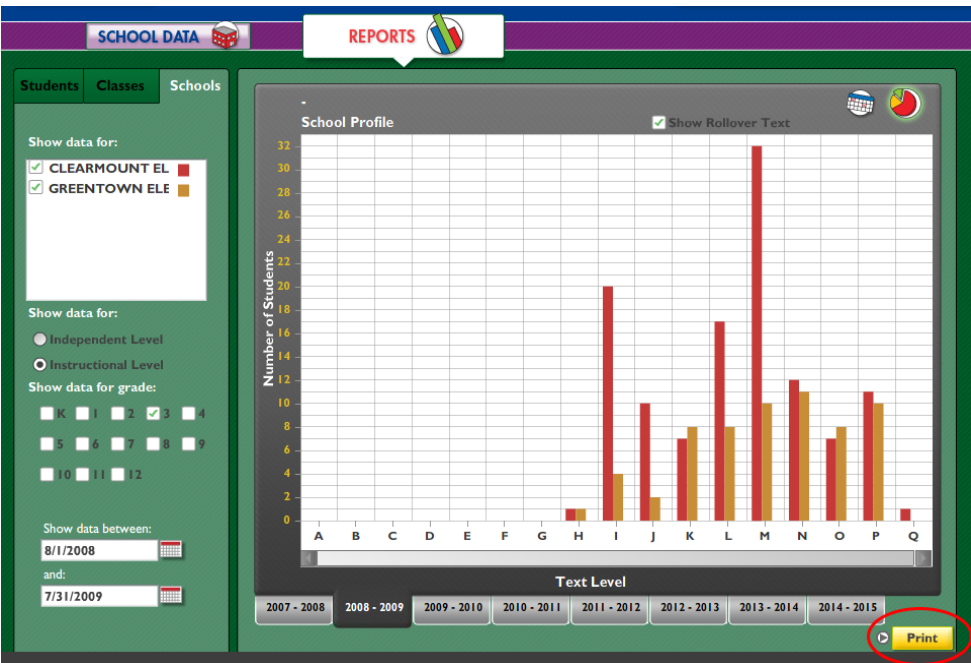
The bars on the graph also have dynamic rollover states, so if you roll the cursor over a bar, the following data will appear:

Number of students



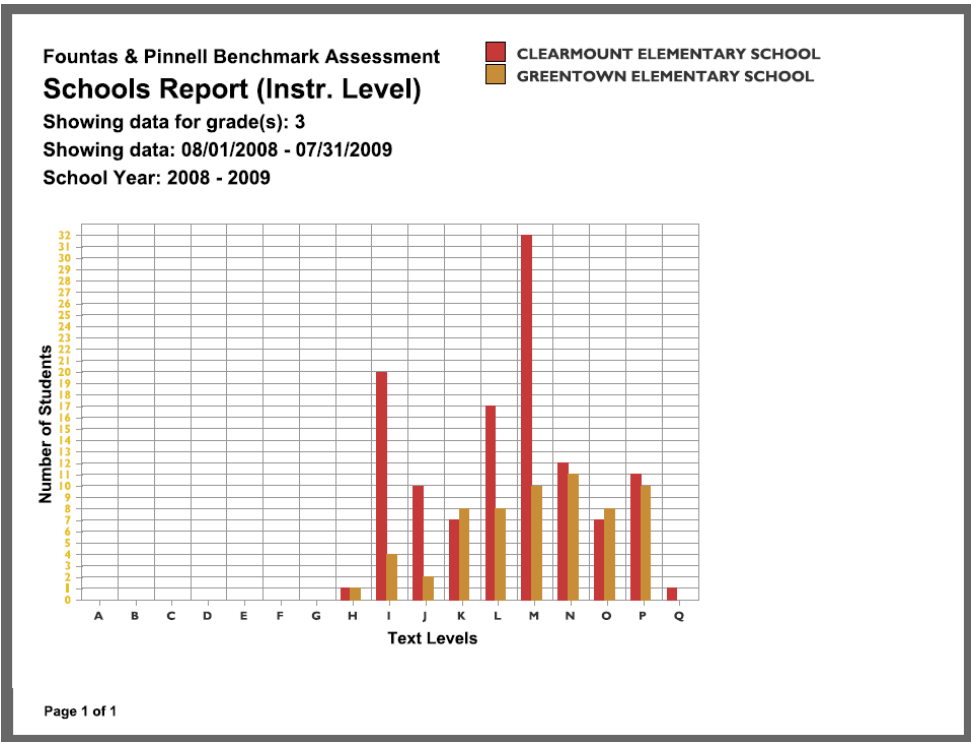
Print Reports

All reports can be printed in full color. While you are viewing the report you would like to print, click on the **Print** button located in the lower right corner of the report view:



- 1.) Click the **Print** button.
- 2.) Select your printer from the “Print” window that pops up, and click the **Print** button.

An example of a printed report is below:



The Report printout will include all of the information that is shown in the report view online.

This printout will include the relevant combination of the headers:

- Fountas & Pinnell Benchmark Assessment
- Report Name
- Student Name
- Class Name
- Teacher Name
- School Name
- Instructional or Independent Level
- Dates
- School Year
- Report Key/Legend

The Reports printout will be in the same format (log, table, or graph) that you are viewing when you click the Print button.

Built by:

